


















GroupWise 5.5 Guidebook











Utilize GroupWise 5.5: Maximize! Synchronize! Prioritize!



This Tour of GroupWise Presented by:
Training and Development Services
City of Milwaukee

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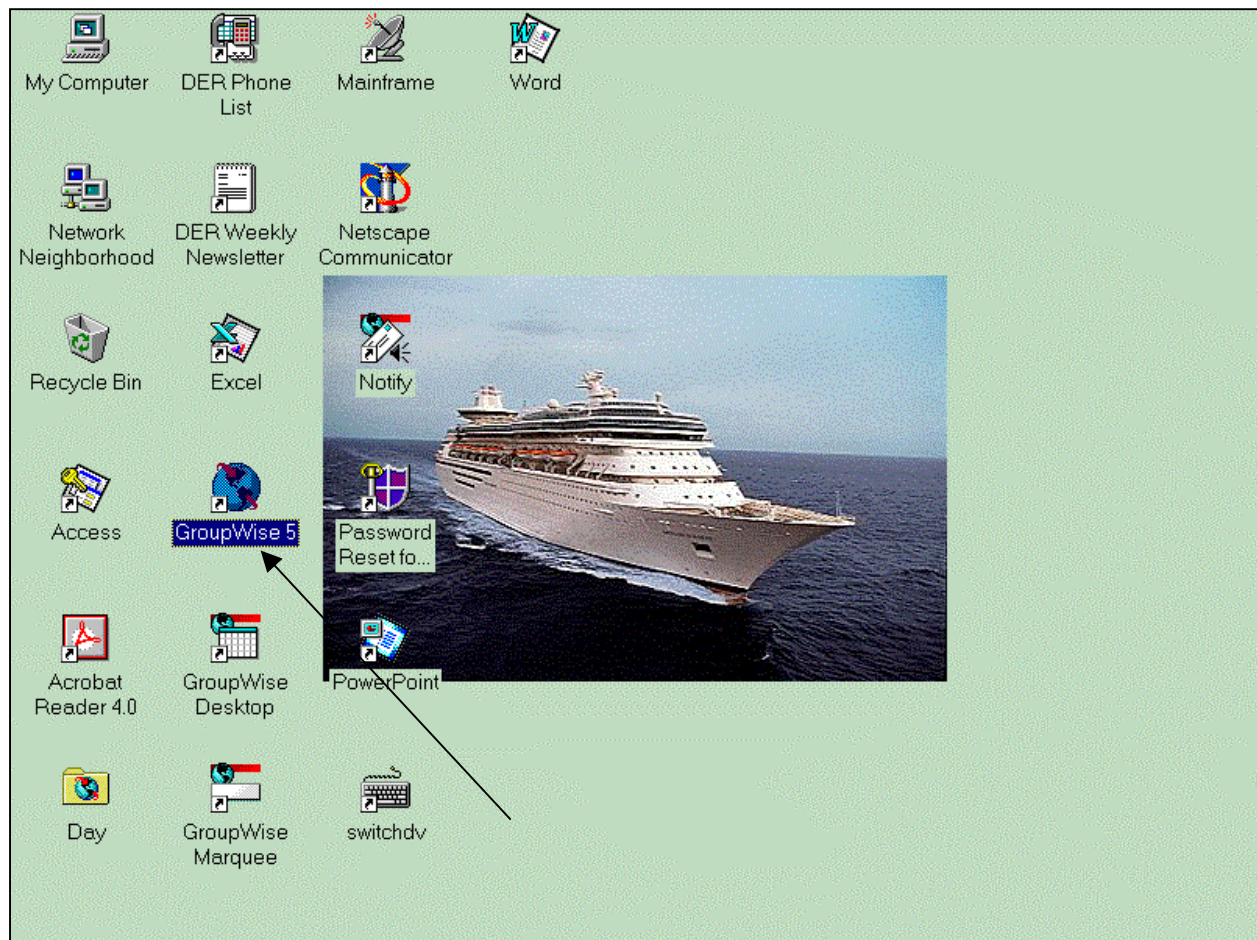


Part I – GroupWise Basics

Destination: GroupWise 5.5

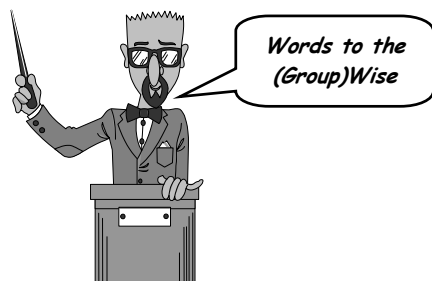
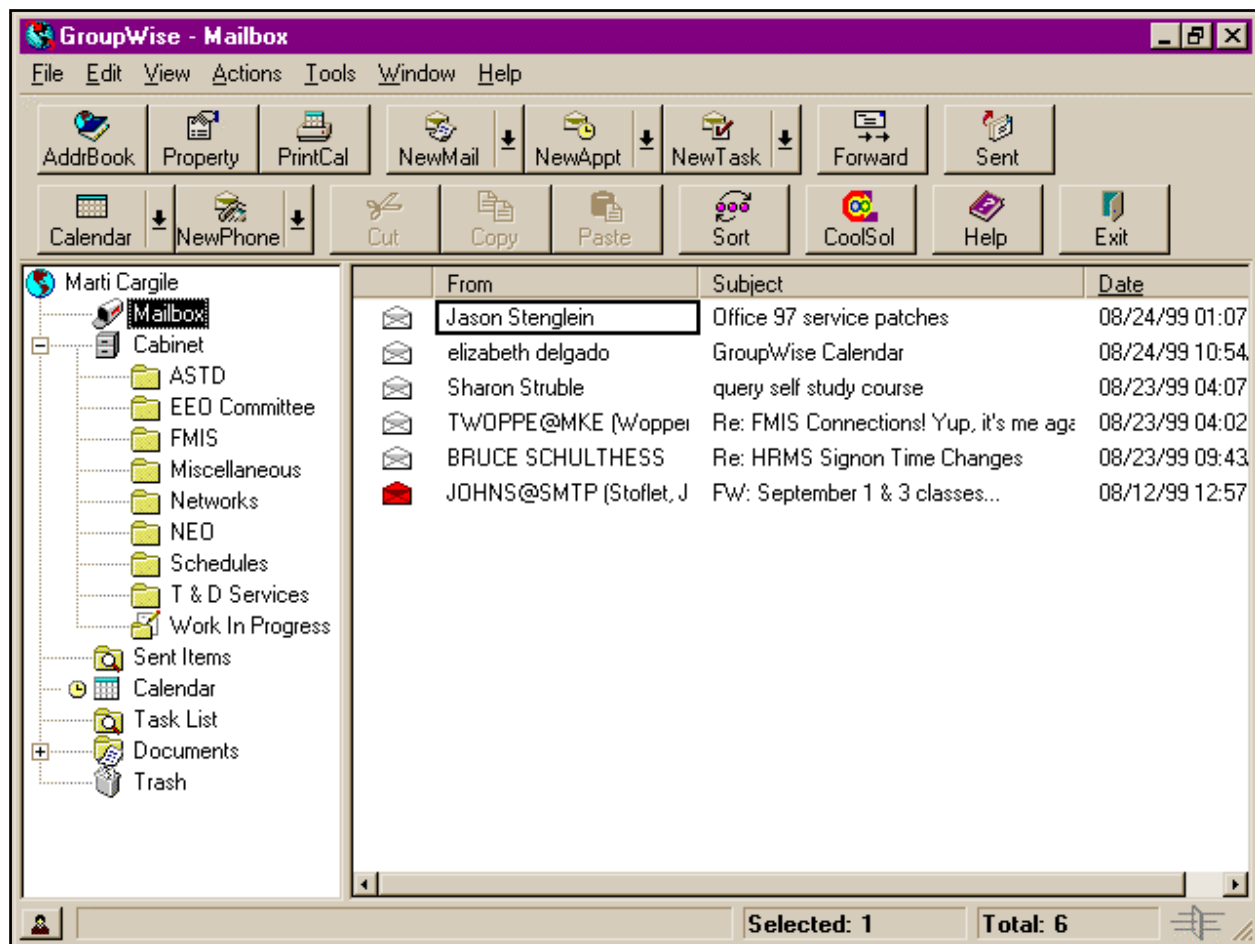
GroupWise is rather easy to use, even for a novice; however, there are a lot of powerful features that will make your life easier once you take a little time to become familiar with them. Let's get started. Before you know it, you will be cruising through GroupWise!

From your Windows desktop, double-click on the GroupWise icon to launch GroupWise.



The GroupWise 5.5 Screen

Your GroupWise window will open and will look similar to that shown below.



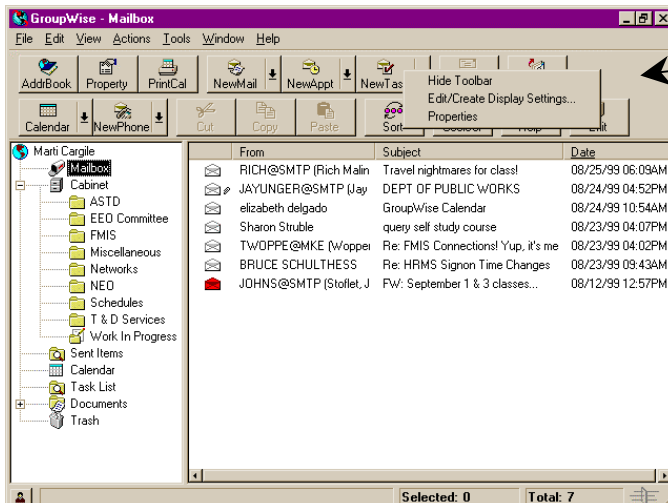
When you first use GroupWise, you may wish to consider changing your setup to reflect your personal preferences.

*Steps for customizing your Toolbar and turning on the **QuickViewer** are introduced below and described in more detail on the next page.*

1. Customize your Toolbar so that the buttons appear smaller so as not to take up so much space on your screen.
2. Turn on the **QuickViewer** so that the text of highlighted messages appears in the frame at the bottom of your screen.

To Customize Your Toolbar

1. To customize your Toolbar, right-click on a blank spot on the Toolbar, as shown below:



Click on **Properties**.


*Depending on your monitor, you may need to drag the **Toolbar Properties** menu up to see it all. Click the Title Bar with your left mouse button, and drag it up until you see both the **OK** and **Cancel** buttons on your screen. Release the mouse button.*

With the **Show** folder tab selected, click on **Picture**, then click **OK**.

*At another time, you may wish to click the **Customize** folder tab to tailor the Toolbar to your needs.*

Notice how you now have more room on your screen to display messages, message folders, and so on.

To Turn on the QuickViewer

2. To turn on the **QuickViewer** so that the text of highlighted messages appears in the frame at the bottom of your screen, click **View**, **QuickViewer** or simply press **Ctrl-Q**. You can then adjust the size of the **QuickViewer** frame by dragging its border up or down when your mouse pointer looks like this:  .

A Quick Tour of GroupWise Keyboard Shortcuts

Alternatives to using the mouse ...

Key Combination	Action
Selecting Text ...	
Ctrl-A	Select all
Shift-Left Arrow	Select text (a character at a time – backward)
Shift-Right Arrow	Select text (a character at a time – forward)
Shift-Home	Select text (to the beginning of a line)
Shift-End	Select text (to the end of a line)
Shift-Page Up	Select text (to the top of the item)
Shift-Page Down	Select text (to the bottom of the item)
Ctrl-Shift-Left Arrow	Select text (a word at a time – backward)
Ctrl-Shift-Right Arrow	Select text (a word at a time – forward)
Enhancing Text ...	
Ctrl-B	Bold text
Ctrl-I	Italicize text
Ctrl-N	Apply the “normal” style to text
Ctrl-U	Underline text
Cut, Copy, and Paste ...	
Ctrl-X	Cut selected text
Ctrl-C	Copy selected text
Ctrl-V	Paste text that has been cut or copied
Navigating GroupWise ...	
Ctrl-F	Find
Ctrl-G	Go to today’s date (when the calendar is open)
Ctrl-Up Arrow	Open the previous item
Ctrl-Down Arrow	Open the next item
Ctrl-Q	Open the QuickViewer
Miscellaneous ...	
Ctrl-M	Create a message
Ctrl-O	Open the selected message
Ctrl-L	(When creating a message), attach a file to a message
Ctrl-S	Save a draft of your message, task, or calendar item
Ctrl-P	Print message or task
Ctrl-R	Mark the selected item as “unread” (as if you have not yet read it)
Ctrl-F1	Spell check your message, task, or calendar item
Alt-Enter	Display properties of the selected item
F1	Help
F9	Open the Font dialog box

Part II – GroupWise Email

To View an Incoming Message

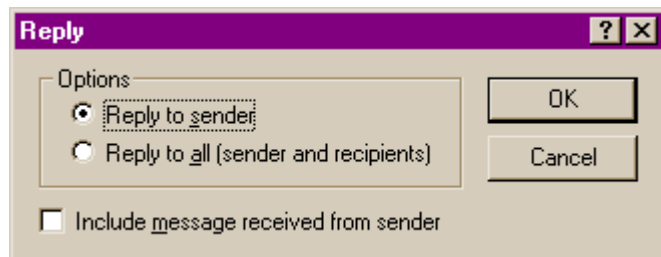
Incoming messages appear in a list on the right side of your GroupWise window, as shown on page 5. To view a message, double-click on it.

*Long messages may be easier to read if you make this window larger. To “permanently” maximize this window, grab each corner with your mouse and size it as you wish. **Do not** use the Windows maximize button.*



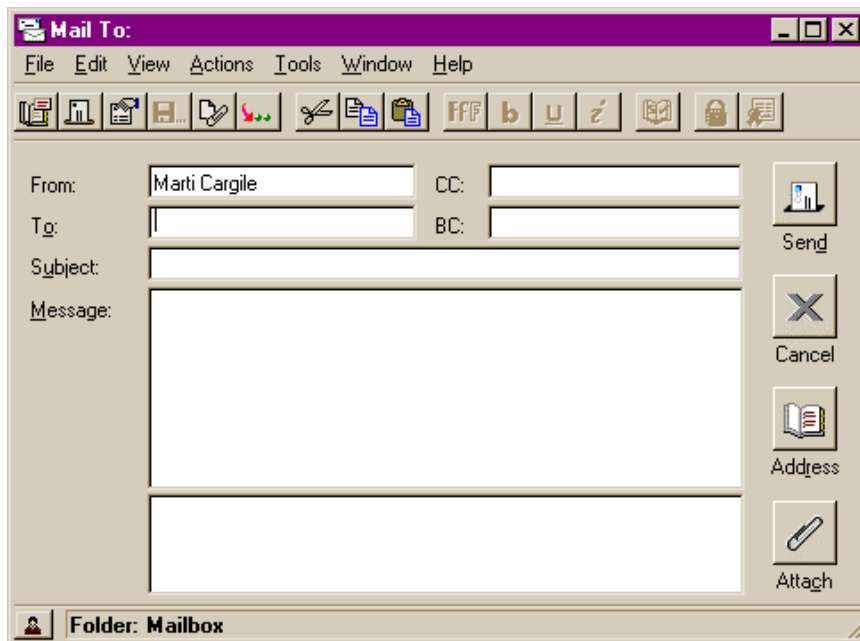
To Reply to a Message

Simply click once on the **Reply** button on the right side of the **Mail From:** window. You will be shown the **Reply** box. Check your desired option(s), click **OK**, type a response, and click **Send**.

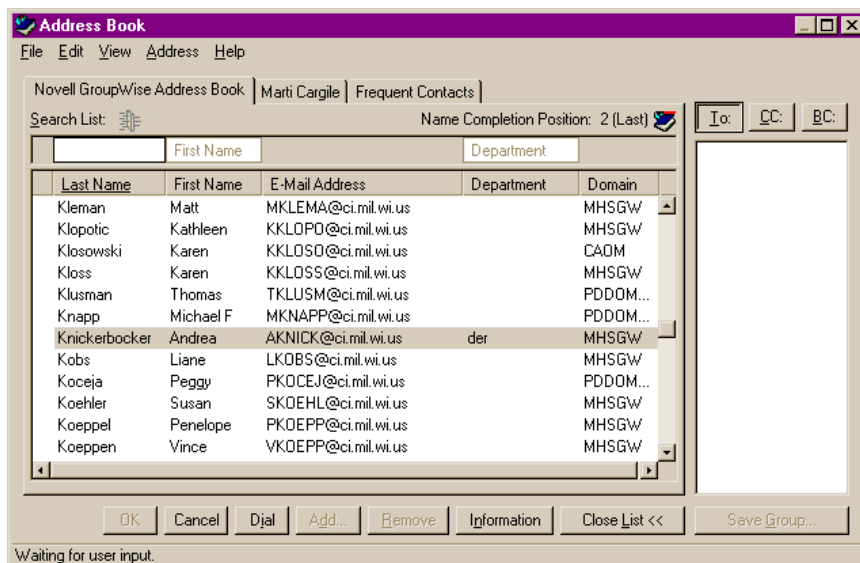


To create and send a New Message

Click the **Create New Mail** button on your Toolbar *or* type **Ctrl-M**. You will see the **Mail To:** box. Click on the **Address** button on the right side of the window *or* type **Alt-R (Address)**.

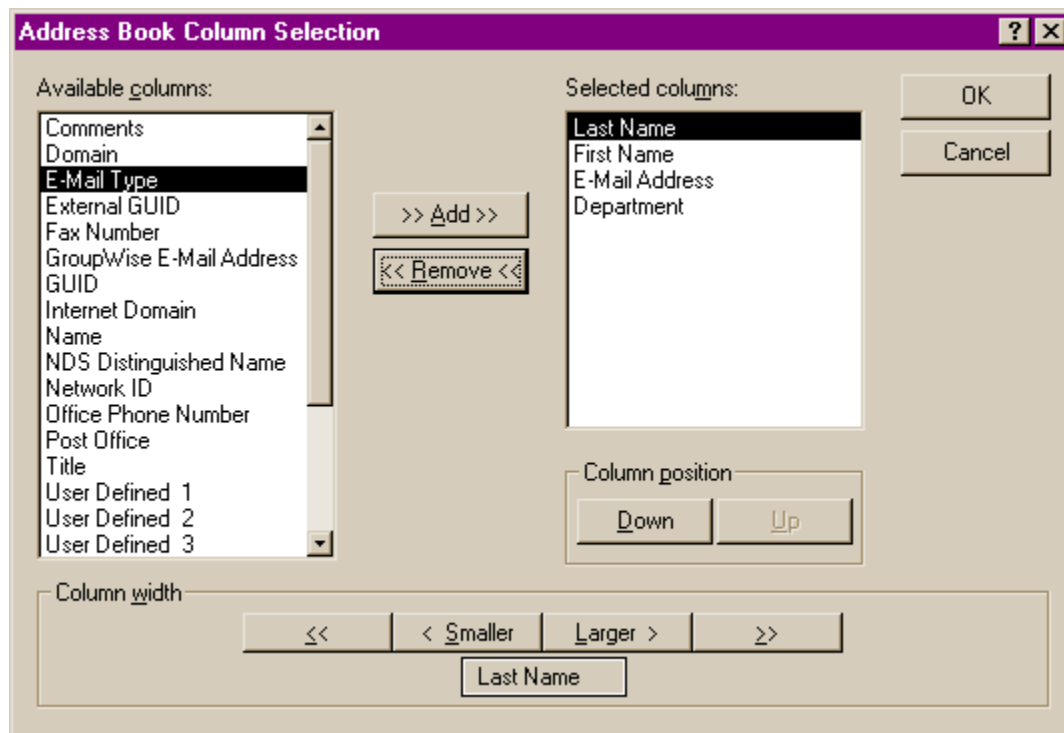


A long **Novell GroupWise Address Book** will appear. Type the first few characters of the addressee's last name, and the cursor will jump to that individual's name. (You may need to continue scrolling through the list if the addressee has a common last name.) Double-click on the name *or* press **Enter**. *If Last Name is not the first field listed on the left, see the next page.*



To Edit the Columns in the Search List

To edit the columns in the **Search List**, from the **Address Book** screen, select **Edit, Columns**, then **More Columns**. You will see this screen:



From this screen, you can 1) add or remove columns, 2) change column position, or even 3) change column width. When you are done manipulating your **Address Book Column Selection** settings, click **OK**.

You should be back to the **Address Book** window. If you wish to send a carbon copy of a message to another person, click on **CC:** and continue searching the **Address Book** for a name (or names). Once again, double-click on the name *or* press **Enter**.

When you have added all of your addressees' names, click **OK**.

Enter a message subject, press **Tab**, and enter a message. Click **Send** to transmit your message. That's all there is to it!

Note: The message will go into your **Sent Items** folder. **Not** a traditional out box, this folder is really a "find results" list of items that have been sent. More about the **Sent Items** folder later!

To Print a Message

Naturally, many ways are available for you to print messages!

 *Are you a “mouse person”?*

Here is the long way:

From the opened message, click on **F**ile on the menu bar, then **P**rint. From the **P**rint dialog box, click **P**rint.

Here is a short way:

From the opened message, click on the **P**rint button on the Toolbar. From the **P**rint dialog box, click **P**rint.

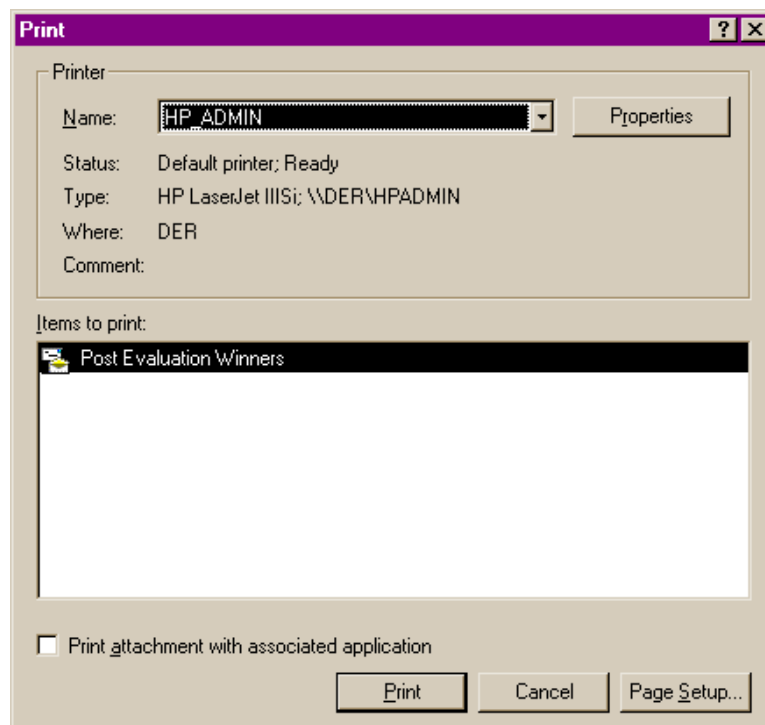
Here is a method for you if you are a “right-clicker”:

From the message list, right-click on the message. Left-click on **P**rint... , then left-click on the **P**rint button.

 *Are you a “keyboard person”?*

Try this:

From the opened message, press **Ctrl-P**, then **Alt-P**.



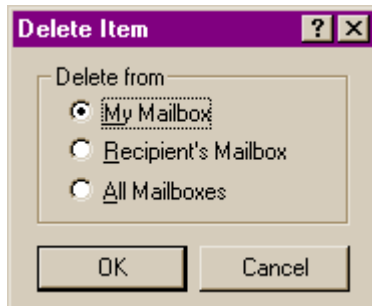
To Delete a Message ☒

There are also a number of ways to delete a message.

☞ *Are you a “mouse person”?*

Here is a short way:

From the opened message, click on the **Delete** button on the right side of the screen. You will see this dialog box:

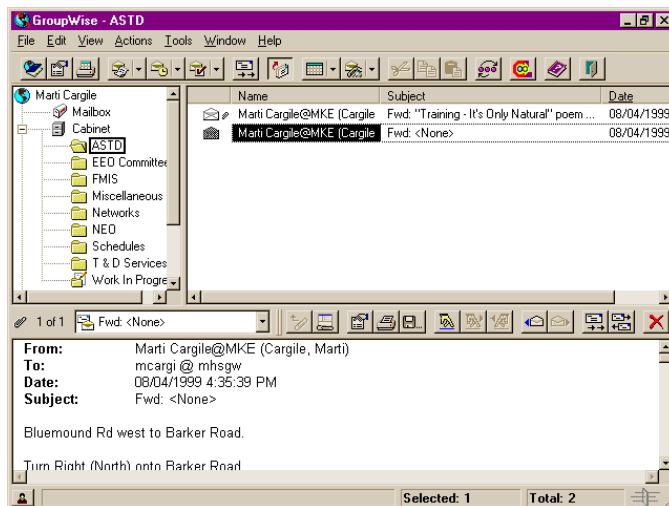


Make your selection, and click **OK**.

Here is a method for you if you are a “right-clicker”:

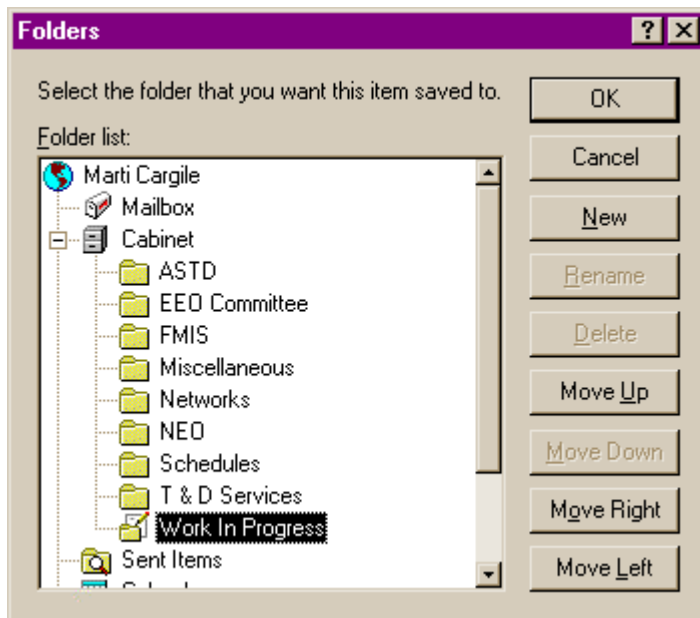
From the message list, right-click on the message. Left-click on **Delete**, then click **OK**.

*Note: If the **QuickViewer** is open, select the message, and click **Delete** on the **QuickViewer** Toolbar. (It looks like a red ✕.)*



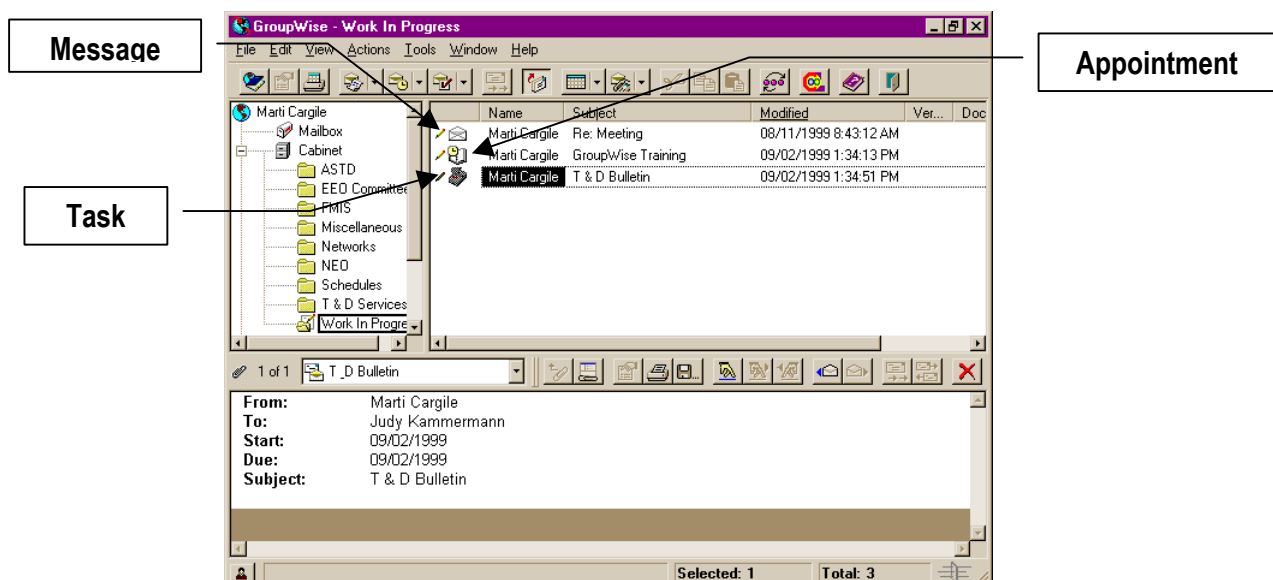
To File a Draft

Filing a draft of a message is very easy. During message creation, press **Ctrl-S (Save)** to save a draft. The system will bring up this dialog box:



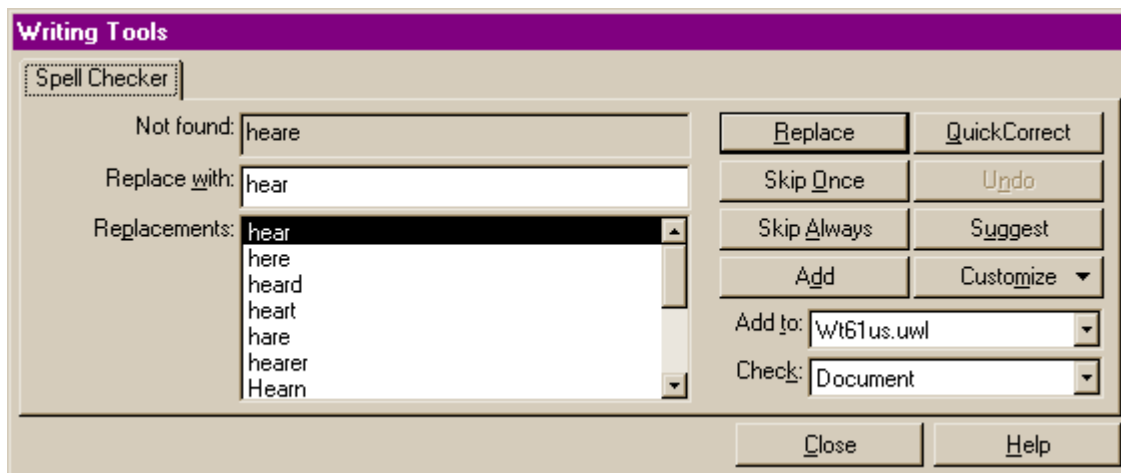
When you click **OK**, a draft of the message will be stored in the **Work in Progress** folder.

***Note:** **Ctrl-S** also saves drafts of Tasks and Calendar Items. Notice how the icons for each item type differ:*



To Spell Check Your Message ✓

You can either click on **T**ools, then **S**pell Check or press **Ctrl-F1** to spell check your message.

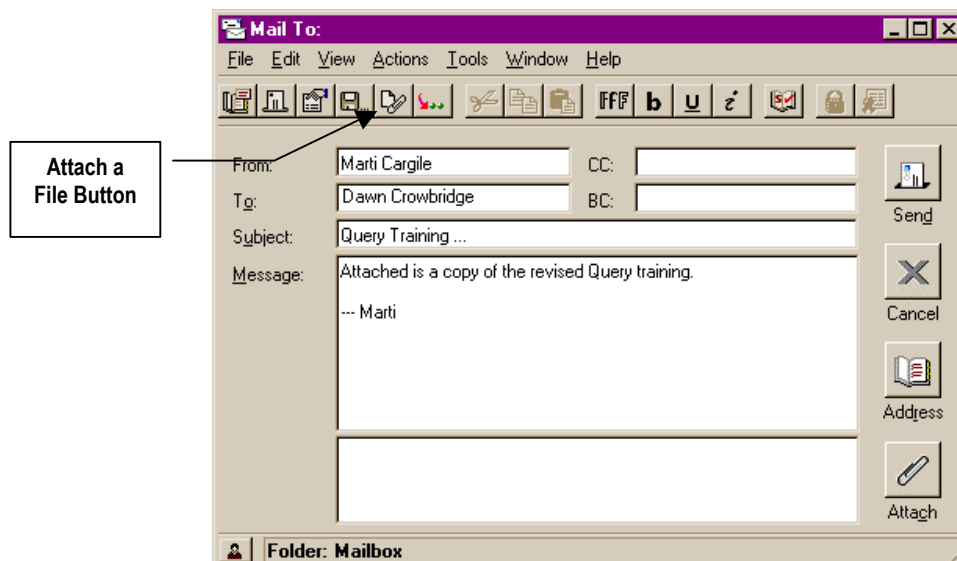


The system will prompt you to close the Spell Checker when you are finished.

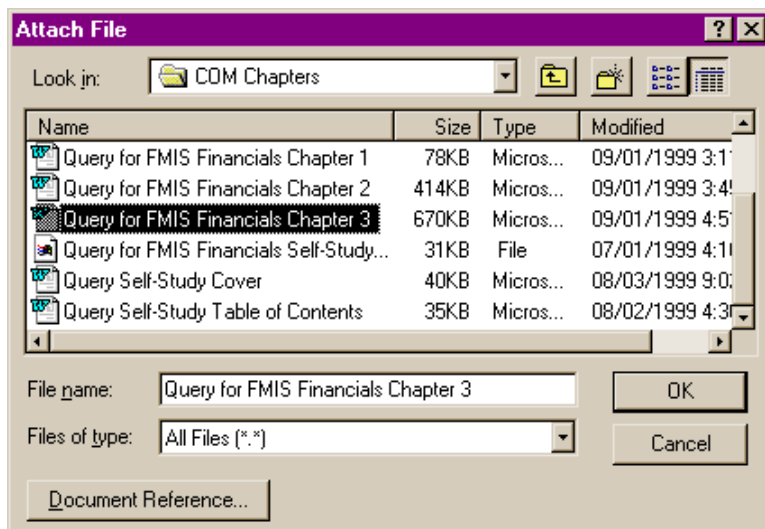
To Send a Message with Attachments 📎

Attaching a file to a message is fairly straightforward.

Create a message by clicking on the new message icon or pressing **Ctrl-M**. Address the message and enter a subject and the message text. Then click the **Attach a File** button.



In the **Attach File** dialog box, navigate to the directory in which your file is stored (use **Look in:**). When you click on the file name, it will appear in the **File name:** field. Click **OK**.



The file will appear in the lower portion of the **Mail to:** window, as depicted below:



Click **Send**.

The recipient will see an icon with a tiny paper clip next to it, denoting that a file is attached to the message.

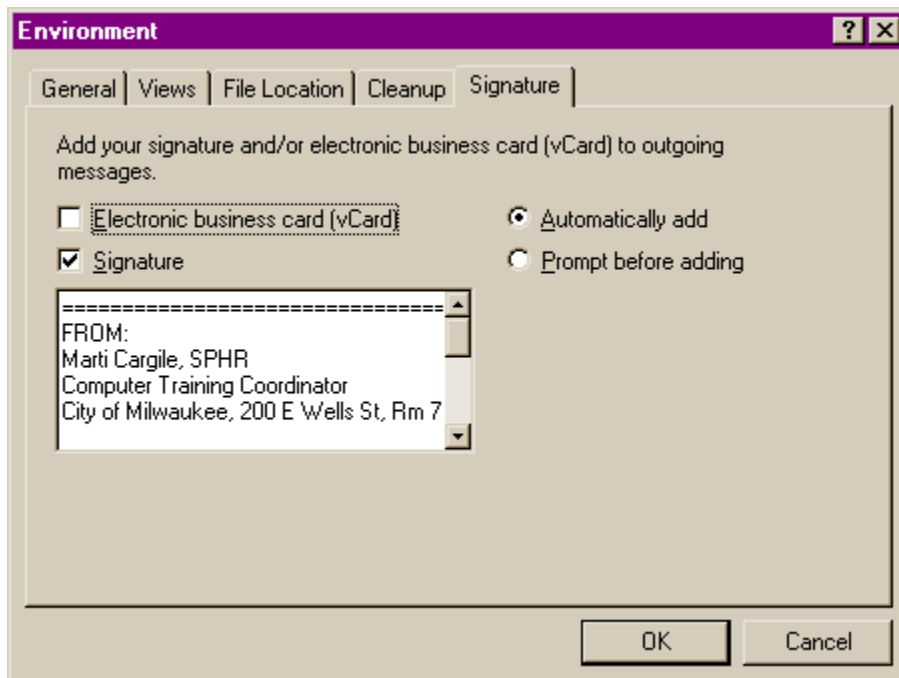
To Add a Personalized Signature to Messages 🖋️

You can add a standard signature block to each of your messages by setting it up ahead of time.

To do so, select **T**ools, then **O**ptions. You will see this box:



Next, select **E**nvironment. On the environment menu, click on the **S**ignature folder tab.



Complete the signature block, and select **A**utomatically add or **P**rompt before adding, depending on your wishes. *Notice that you have other options available on the **E**nvironment menu that you can explore later on.* Click **O**K, then click **C**lose.

To File a Message in a Folder

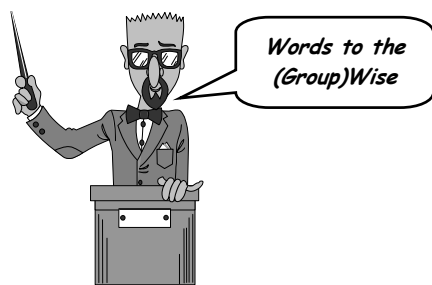
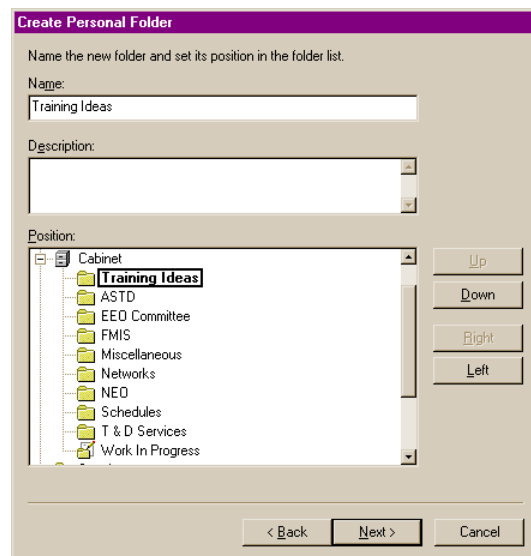
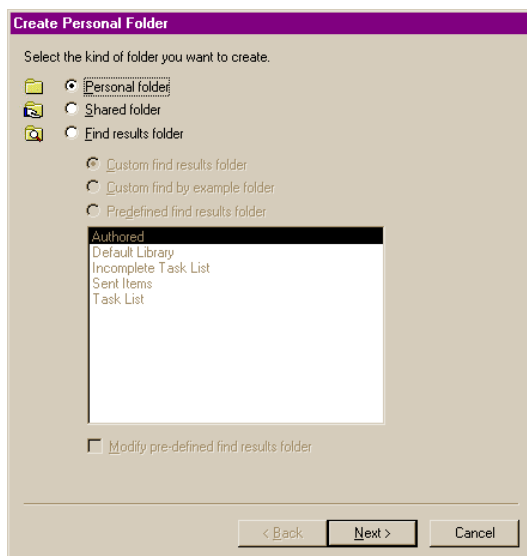
To move a message into any folder, just drag it from the message list onto the folder on the left.

To Open a Folder

To open a folder, click on it in the **Cabinet**. The folder's messages will display in the list.

To Create a Folder

While creating a folder is easy, it can be a bit tricky. Typically, you will want a folder to be placed in the **Cabinet**. Right-click on the **Cabinet** folder name. Then select **New Folder**. You need to specify what kind of folder it will be. (Typically it will be a **Personal Folder**). Click **Next** ➤, then type a new folder name.



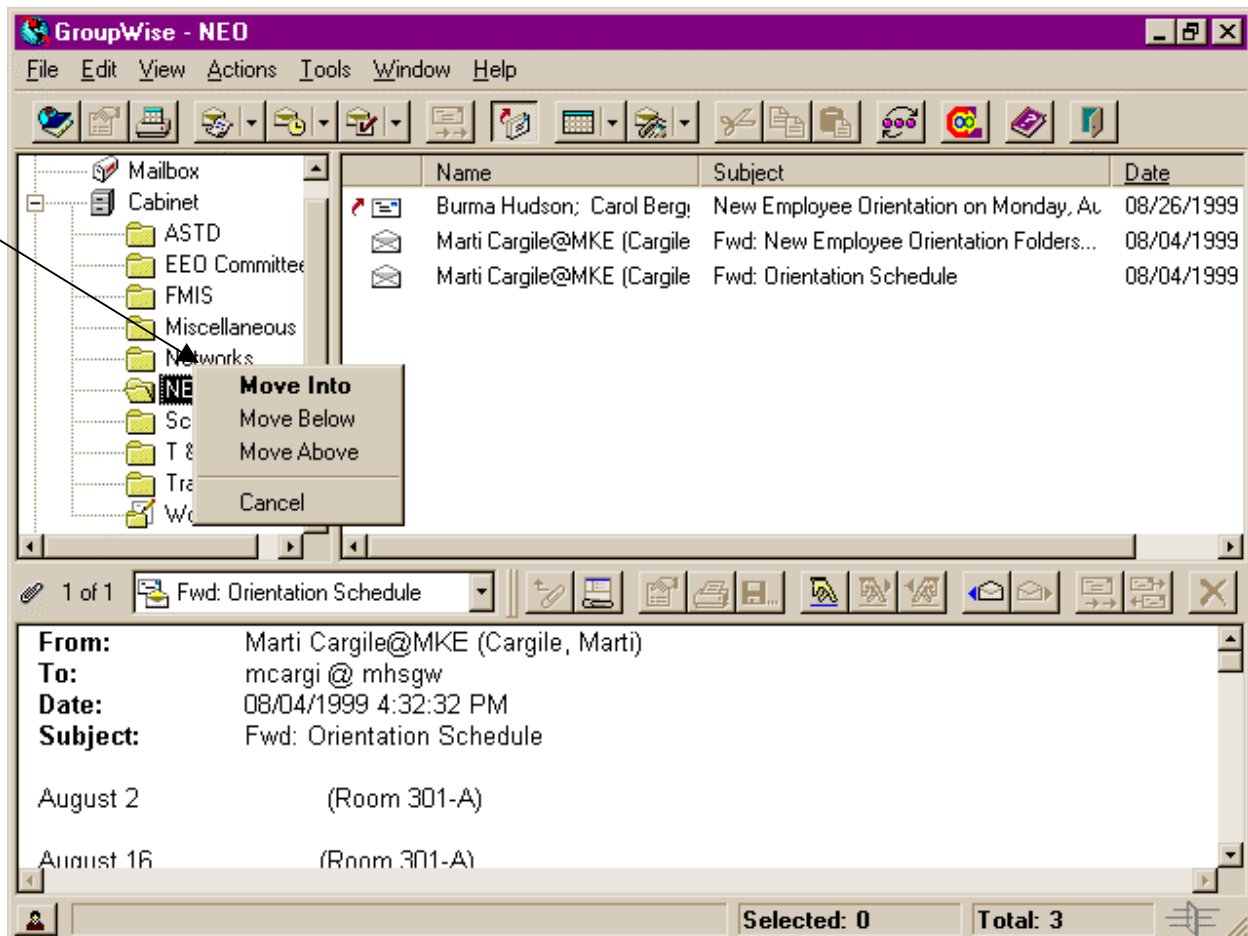
There is a “gotcha.” GroupWise does **not** automatically alphabetize the folder list! It must be done “manually.” Here is your opportunity to place the folder in the location you desire. Use the **Up**, **Down**, **Right**, and **Left** buttons on the right side of this dialog box to place the new folder precisely where you wish it to be. Then click **Next** ➤. Usually, you will accept the default settings on the **Create Personal Folder** dialog box, so click **Finish**. It will take a moment for GroupWise to create the folder; then you will be returned to

the main window.

On the next page, learn how to rearrange your personal folders **after** they have been created.

To Sort the Personal Folders in Your Cabinet

Should you wish to rearrange your personal folders **after** they are created, you can follow these steps. *Right-click* the folder name, and then *drag it* to its new location. When you release the right mouse button, a QuickMenu pops up that lets you decide to where you want the folder moved: *into*, *below*, or *above* the folder over which you are hovering.

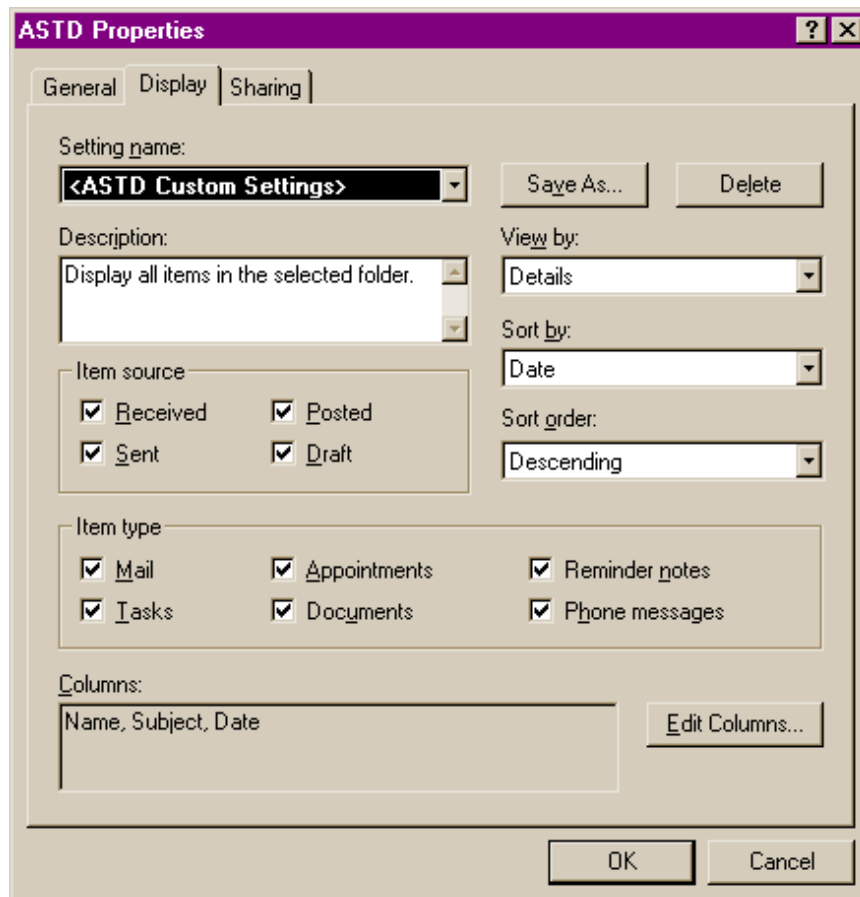


Note: The item printed in bold is the “default” option that would be chosen if you simply left-clicked and dragged the folder over another folder. By right-clicking and dragging, you can be much more precise thanks to the pop-up menu.

To Change the Display Properties of a Personal Folders

You have the option of changing folder settings, including which columns display in your message list, the size and order of the columns, the sorting order of items, and whether the items display by details or by discussion thread.

Right-click the folder for which you wish to change settings. Select **Properties**, and then click on the **Display** tab. Commonly, people choose these options:



By clicking on the **Edit Columns...** button, you can customize the display for this particular folder by adding or removing columns, changing column position, and changing column width. When you are finished, click **OK**, then click **OK** again.

Setting up Your Sent Items Folder To Work Like An Out box ➡



Words to the
(Group)Wise

The **Sent Items** folder “as delivered” is a find results – or query – folder. It is designed to display sent items wherever they reside in your database.

So even if you move an item from the **Sent Items** folder to somewhere else, every time you open the **Sent Items** folder, the folder will search everywhere in GroupWise and display all sent items it can find.

*More importantly, if you move an item to another folder to keep it for later reference, only a copy gets placed in the other folder, while the original stays in **Sent Items**. If you delete the original, the copy is also deleted!*

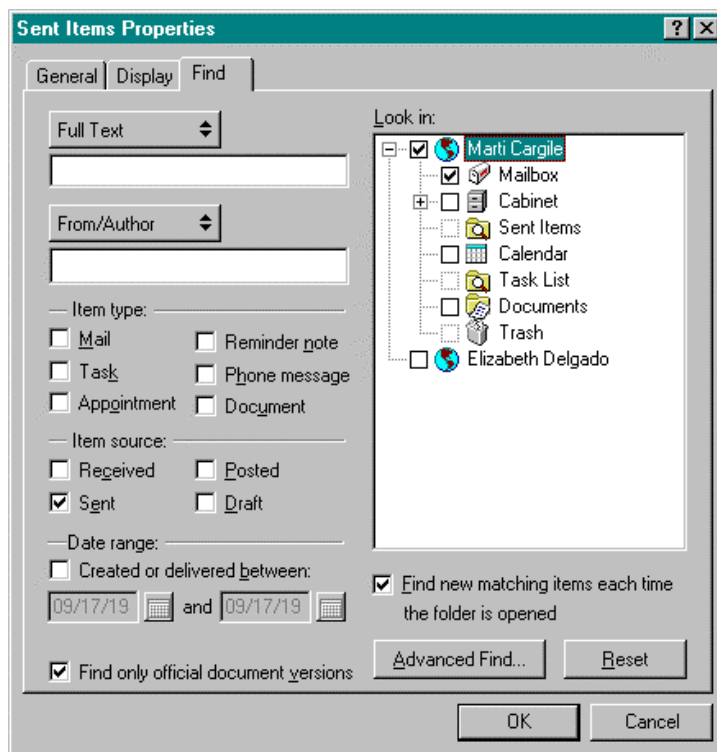
You can, however, set up your **Sent Items** folder to work more like an out box.

Right click on the **Sent Items** folder to change its properties. Choose **Properties**.

Select the **Find** tab.

In the **Look In:** box, expand the line showing your GroupWise name by clicking on the plus sign. De-select any items that are checked, leaving only **Mailbox**, as shown to the right. Click **OK**.

You should now have a manageable **Sent Items** folder that works like an out box.



A Word about Rules ✓

Rules are made of three parts:

- A trigger event
- Conditions
- An action

When you create and save a rule, it is placed in the **Rules** list. A rule is run when its triggering event is activated. Rules execute in the order they are listed.

When you create a rule, you need to ask yourself three questions:

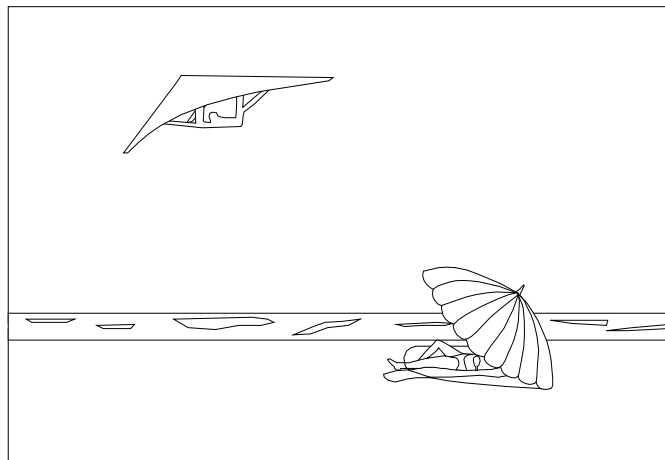
1. **What action will trigger the rule?**
2. **On what items do you want the rule to work?**

Do you want the rule to work on all items, specific types of items, items that contain a certain text string, or something else?

3. **What do you want to do with the item?**

Nearly anything you can do in GroupWise you can do with a rule. For instance, this is where you can have GroupWise send out items without your input, such as when you are on vacation.

On the next several pages, you will learn how to create a vacation rule.



To Set up a Vacation Rule →

GroupWise vacation rules are a great way to let people who send you E-mail know that you are out of the office on vacation.

Click **T**ools, **R**ules, **N**ew.

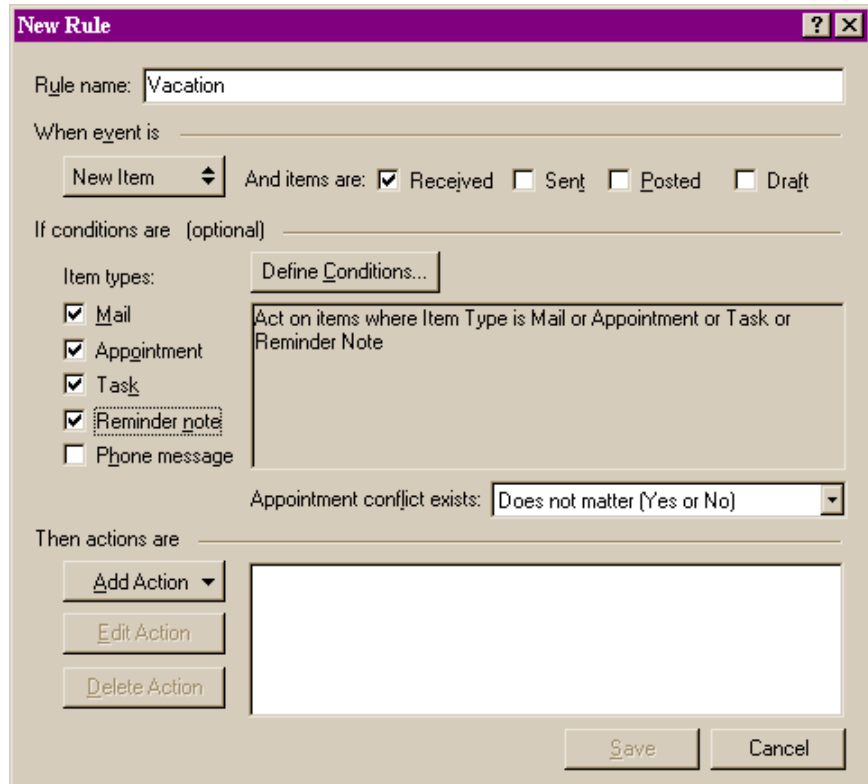
Type a name for the rule (for example, “Vacation”).

Make sure **New Item** is selected and that **Received** is checked. *This sets the rule to launch every time you receive an item.*

It is suggested that you select the following check boxes under “Item types:” **Mail**, **Appointment**, **Task**, and **Reminder Note**.

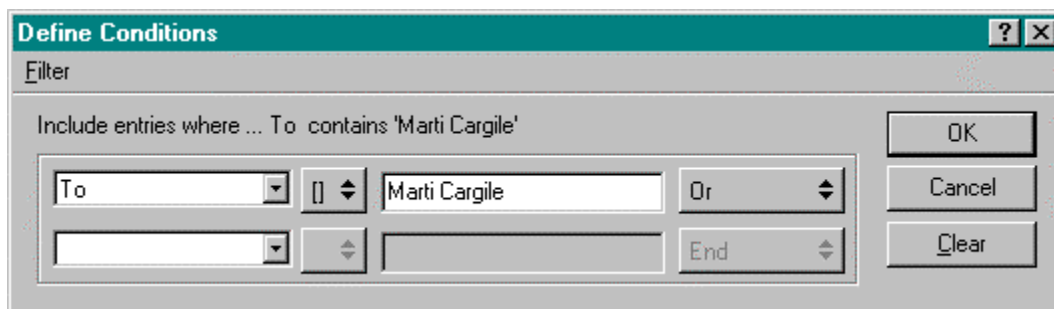
Click **Define Conditions**.

In the first pop-up list, select **To**, as shown below.

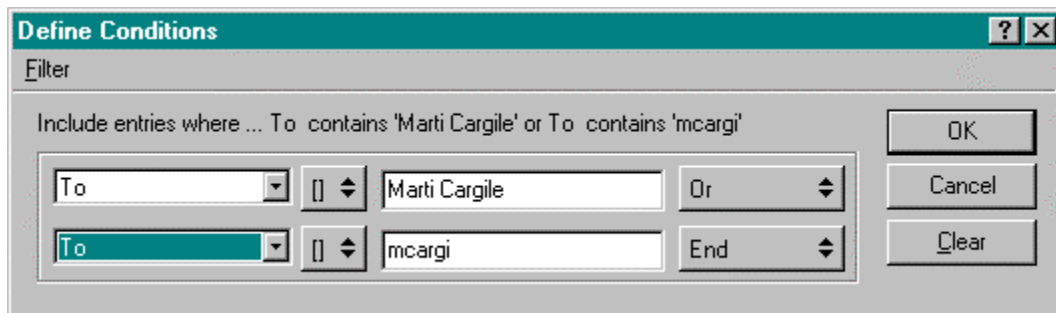


In the second field, make sure **[]** (Contains) is selected.

In the third field, type your name. Click in the **End** field, and select **Or**. This opens another line for additional conditions.



Complete the second line as shown on the next page, inserting your User ID in the third field.



Define Conditions [?] [X]

Filter

Include entries where ... To contains 'Marti Cargile' or To contains 'mcargi'

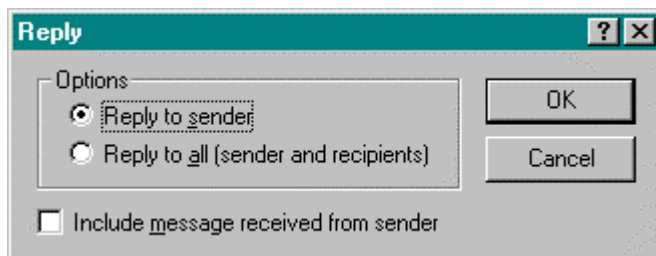
To [v] [] [] Marti Cargile Or [v]

To [v] [] [] mcargi End [v]

[OK] [Cancel] [Clear]

Click **OK** to return to the **New Rule** dialog box.

Click **Add Action**, then click **Reply**. This tells the rule to reply to all mail, appointments, reminder notes, and tasks scheduled during the time you will be out of the office.



Reply [?] [X]

Options

☒ Reply to sender

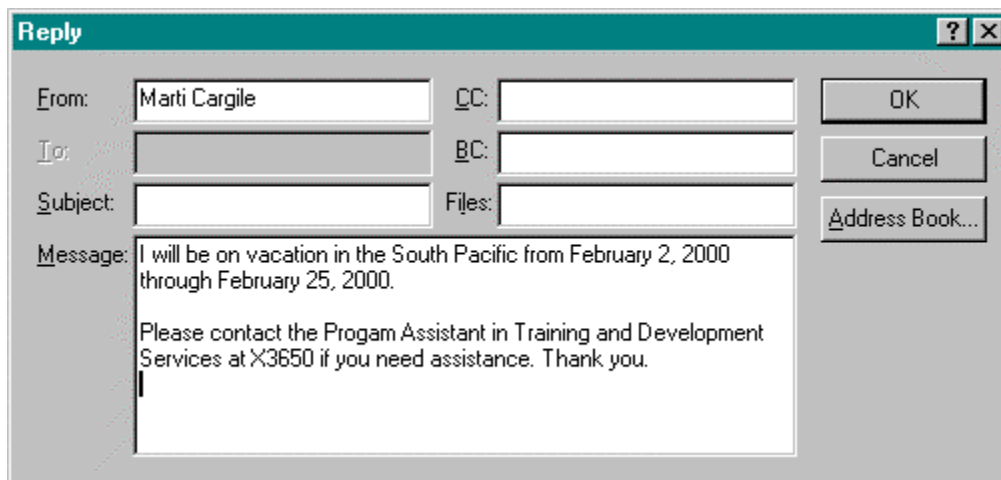
☐ Reply to all (sender and recipients)

☐ Include message received from sender

[OK] [Cancel]

Select **Reply to sender**, **NOT Reply to all (sender and recipients)**, then click **OK**.

Compose a note that will go to each sender, then click **OK**. You may want to explain that you are gone, and say when you will return. This message will appear in the **Properties** for the sender's item.



Reply [?] [X]

From: Marti Cargile CC: []

To: [] BC: []

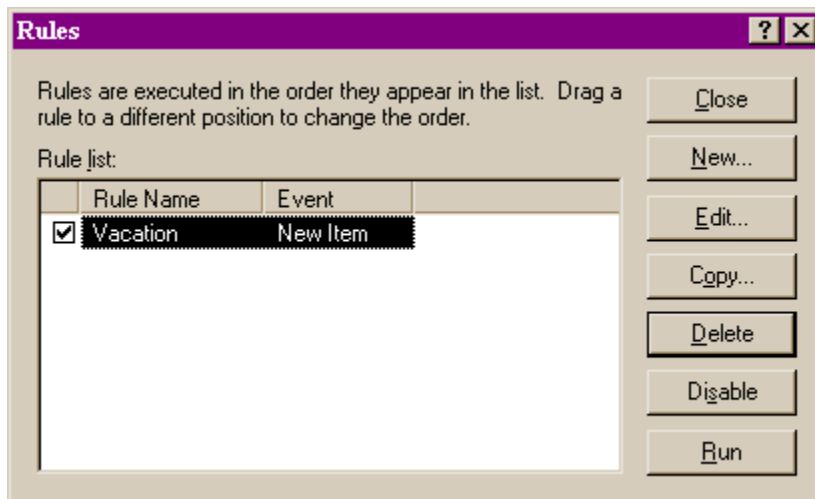
Subject: [] Files: []

[OK] [Cancel] [Address Book...]

Message: I will be on vacation in the South Pacific from February 2, 2000 through February 25, 2000.

Please contact the Program Assistant in Training and Development Services at X3650 if you need assistance. Thank you.

Back on the **New Rule** dialog box, click **Save**. The rule is added to the **Rules** list box. *The check in the box indicates that the rule is active.*



When you return, be sure to click the check box to deactivate the rule.

You have finished creating your Vacation Rule. Click the **Close** button.



*Words to the
(Group)Wise*

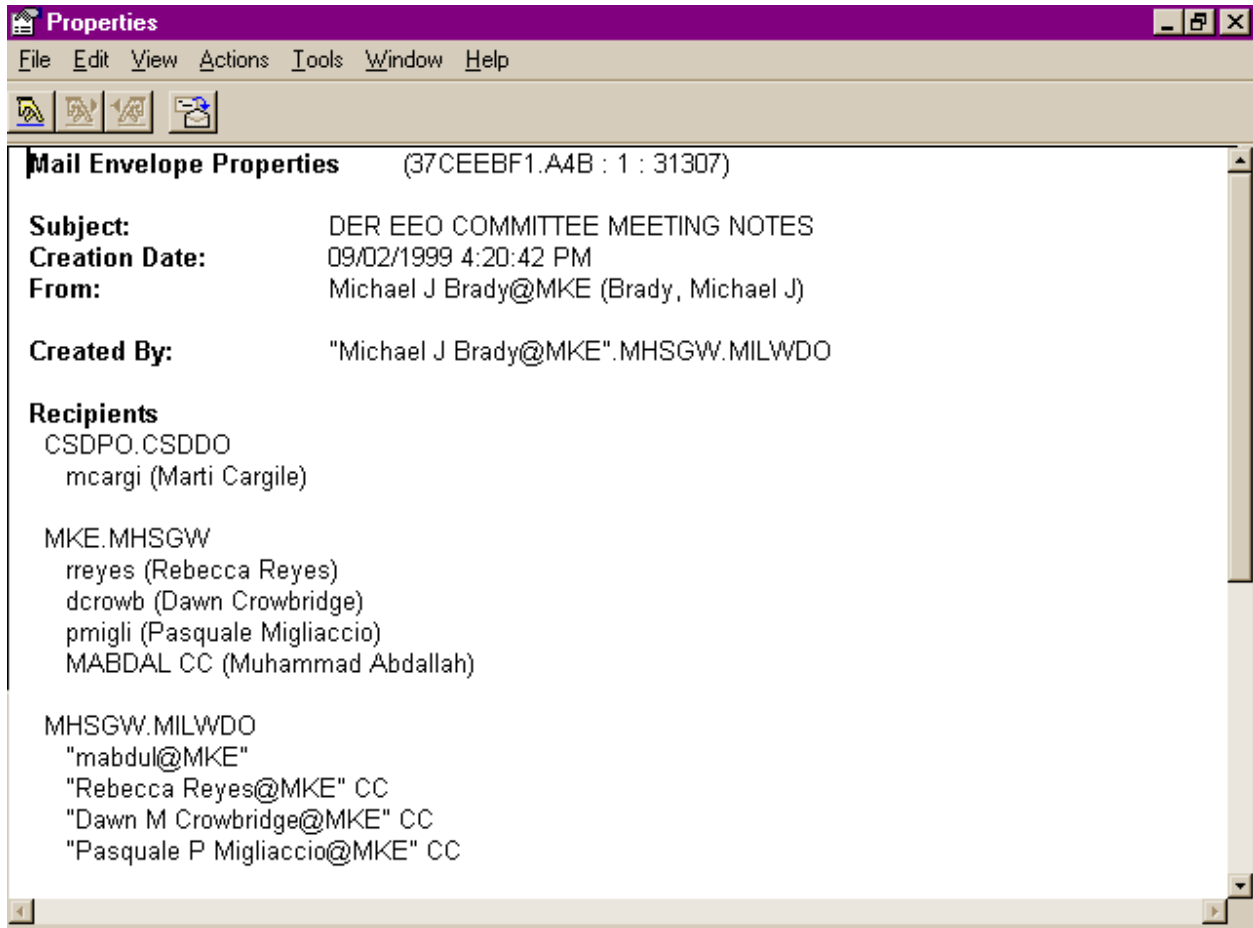
Remember: Rules execute in the order they are listed. If you have defined another rule that is before your Vacation Rule, it will execute first.

To View Properties of a Message

Sometimes you will want to see a list of all of the individuals who also received a message that you received. To do so, you can view the properties for that message.

One way to view properties for a message is to right-click on the message from the main GroupWise window.

Click **Properties**. *You can maximize this window if you wish.*



You can also scroll through to view additional information about this item.

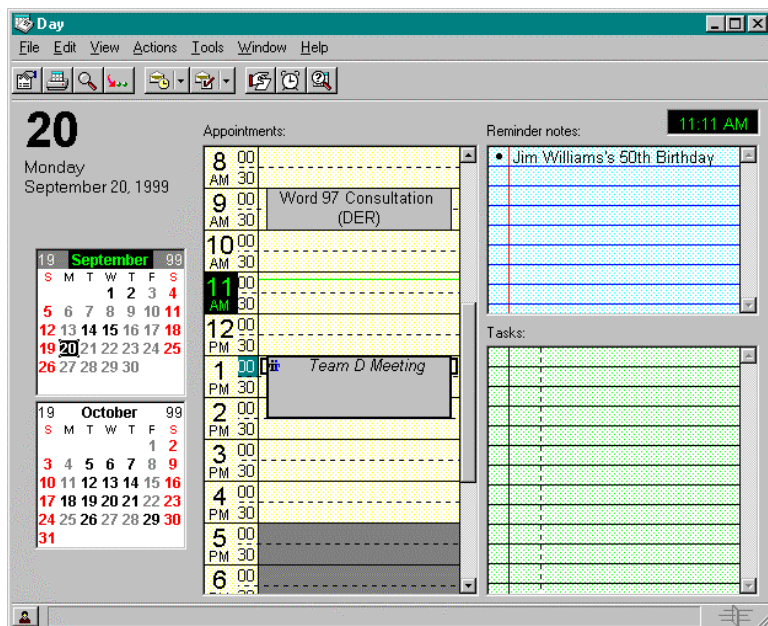
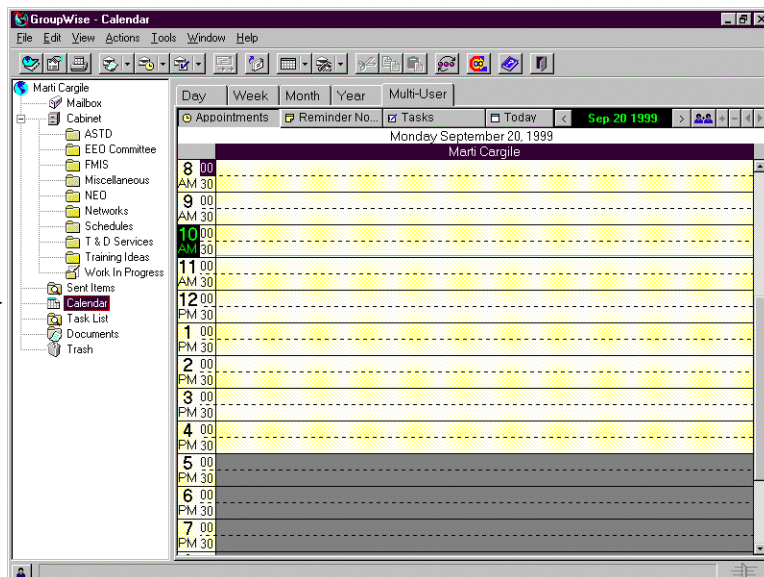


Part III – Calendar Functions

To View Your Calendar

One way to view your calendar is to click the **Calendar** button from your personal folder on the left side of the main window. *To switch back to your in-box, click on **Mailbox** from your personal folder.*

View
Calendar



Or, if you wish to see the main GroupWise window and your calendar at all times, you could simply open a second window for your calendar. To do so, select **Window**, then **Calendar**. You will see a screen similar to this.

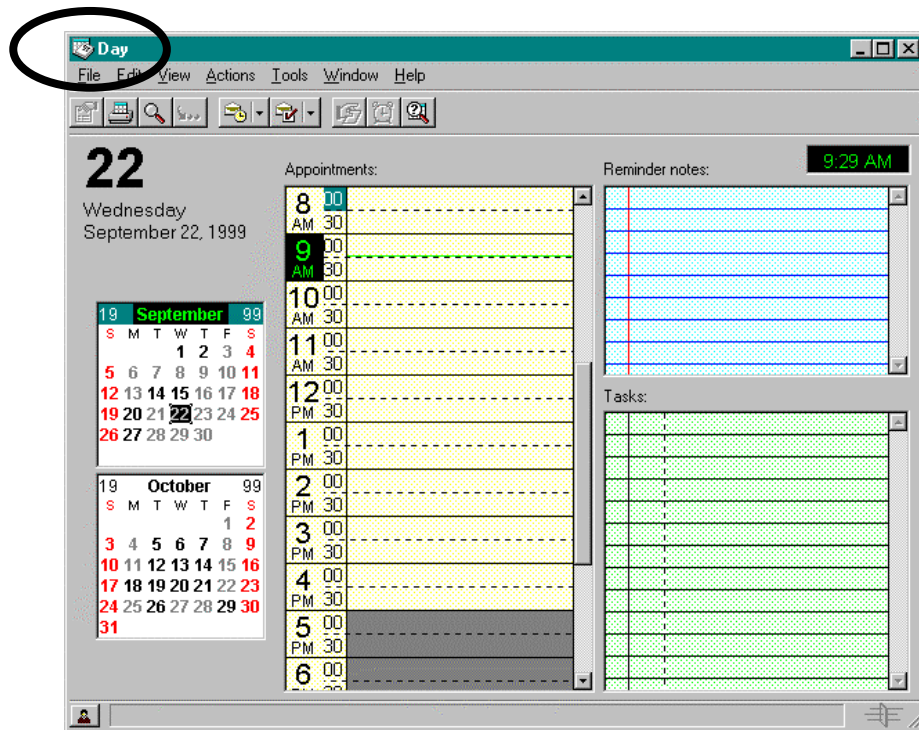
In the left column, dates on which appointments are scheduled are printed in bold. To open your calendar for a given day, click on the date.

In the middle column, appointments in italics are those that you haven't accepted yet.

To Open Your Calendar when you start GroupWise

Click **W**indow, then **C**alendar.

Right-click in the upper-left corner of the view and drag your mouse pointer to your desktop.



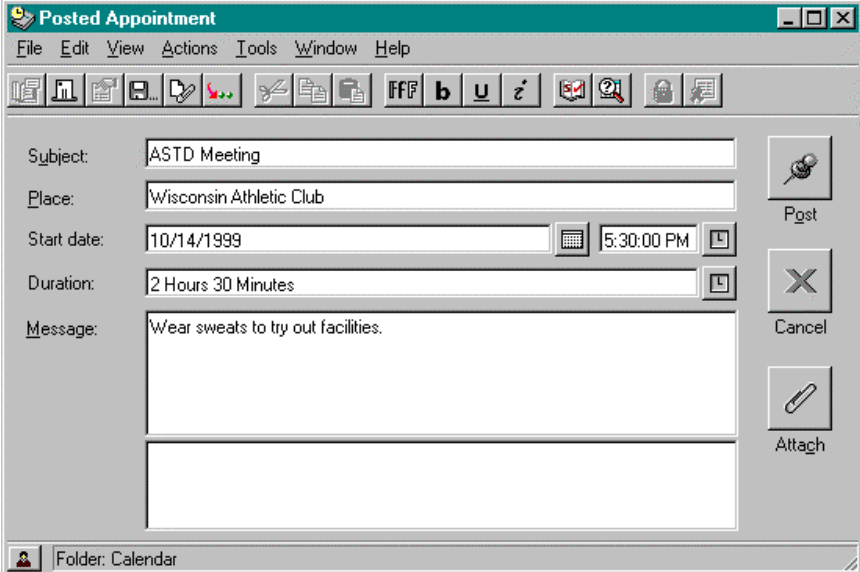
From the quick menu that appears, select **C**opy Here.

Whenever you want to open GroupWise and the calendar view, double-click the shortcut you just created.

To Add a Personal Appointment

To add a personal appointment, locate the **Schedule New Appointment** button on the **Toolbar**. Click on the **Down Arrow**. Select **Posted Appointment**.

Complete the dialog box by filling in a subject, place, start date, duration, and message.

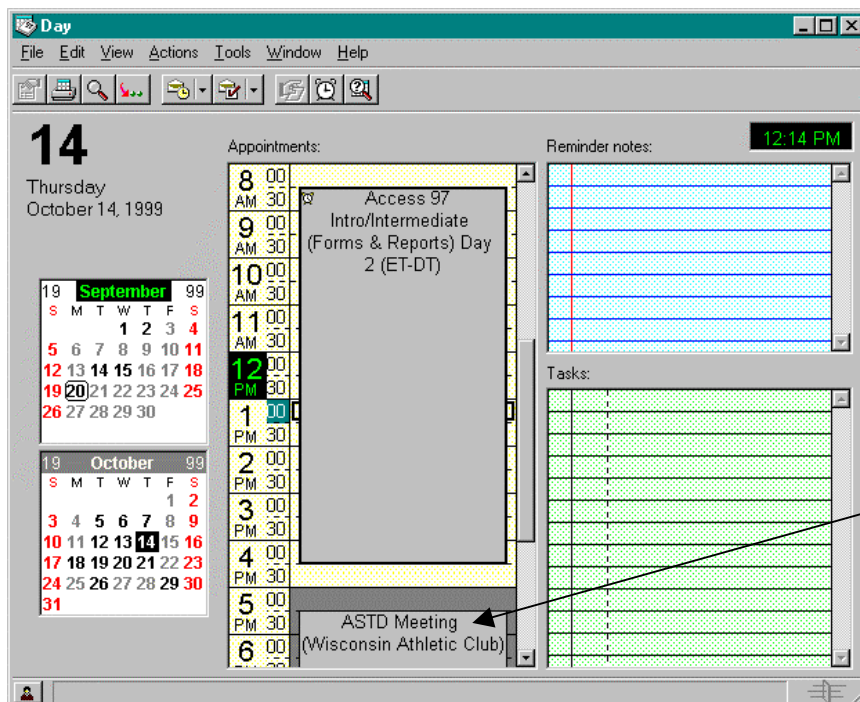


The "Posted Appointment" dialog box is shown with the following fields:

- Subject:** ASTD Meeting
- Place:** Wisconsin Athletic Club
- Start date:** 10/14/1999 (Time: 5:30:00 PM)
- Duration:** 2 Hours 30 Minutes
- Message:** Wear sweats to try out facilities.

Buttons on the right: Post, Cancel, Attach. The bottom status bar shows "Folder: Calendar".

Click **Post**. The appointment will appear on the appropriate date, as shown below.

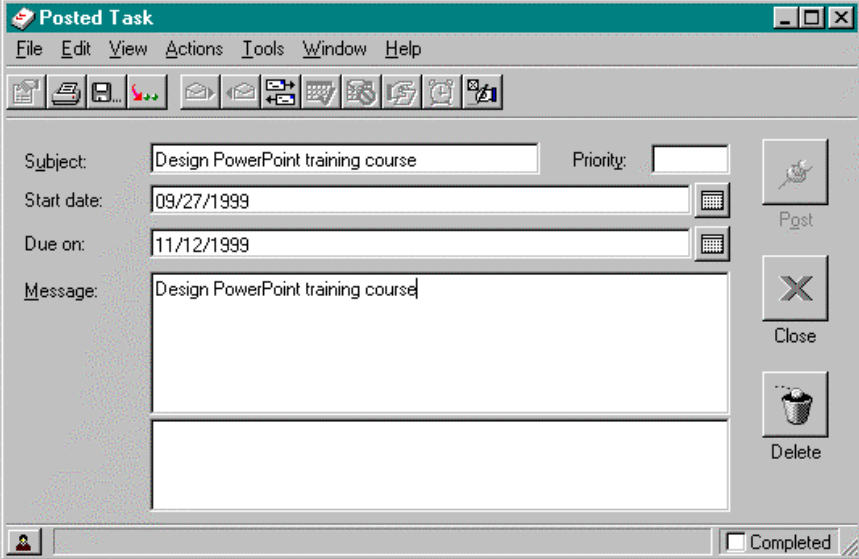


To Add a Personal Task to Your Calendar

To add a task, locate the **Create New Task** button on the **Toolbar**. Click on the **Down Arrow**. Select **Posted Task**.

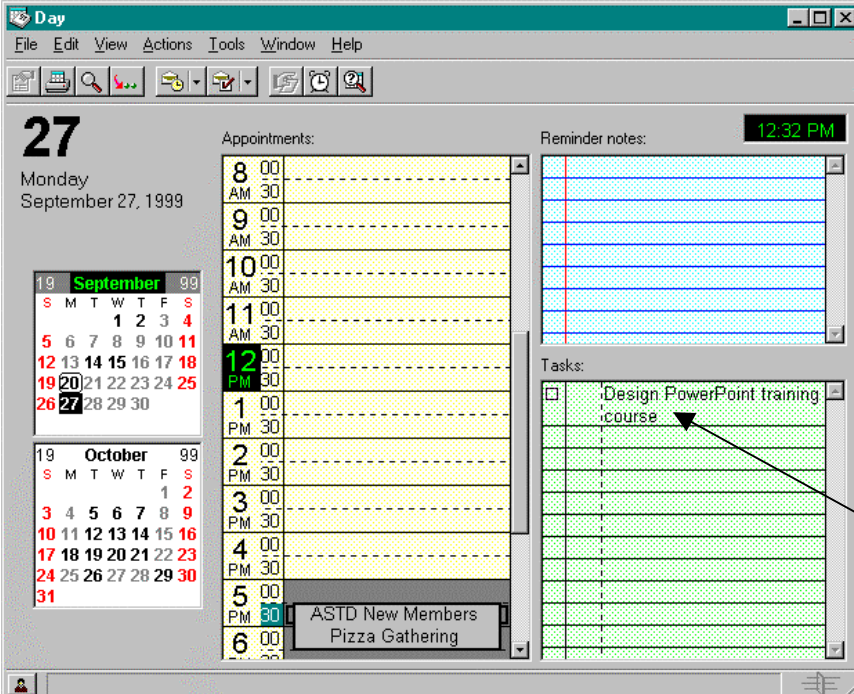
Complete the **Posted Task** dialog box by filling in a subject, start date, completion date, and message. Click **Post**.

The task will appear in your calendar for that day.



The **Posted Task** dialog box is shown with the following fields and controls:

- Subject:** Design PowerPoint training course
- Priority:** (empty)
- Start date:** 09/27/1999
- Due on:** 11/12/1999
- Message:** Design PowerPoint training course
- Buttons:** Post, Close, Delete
- Completed:** ☐



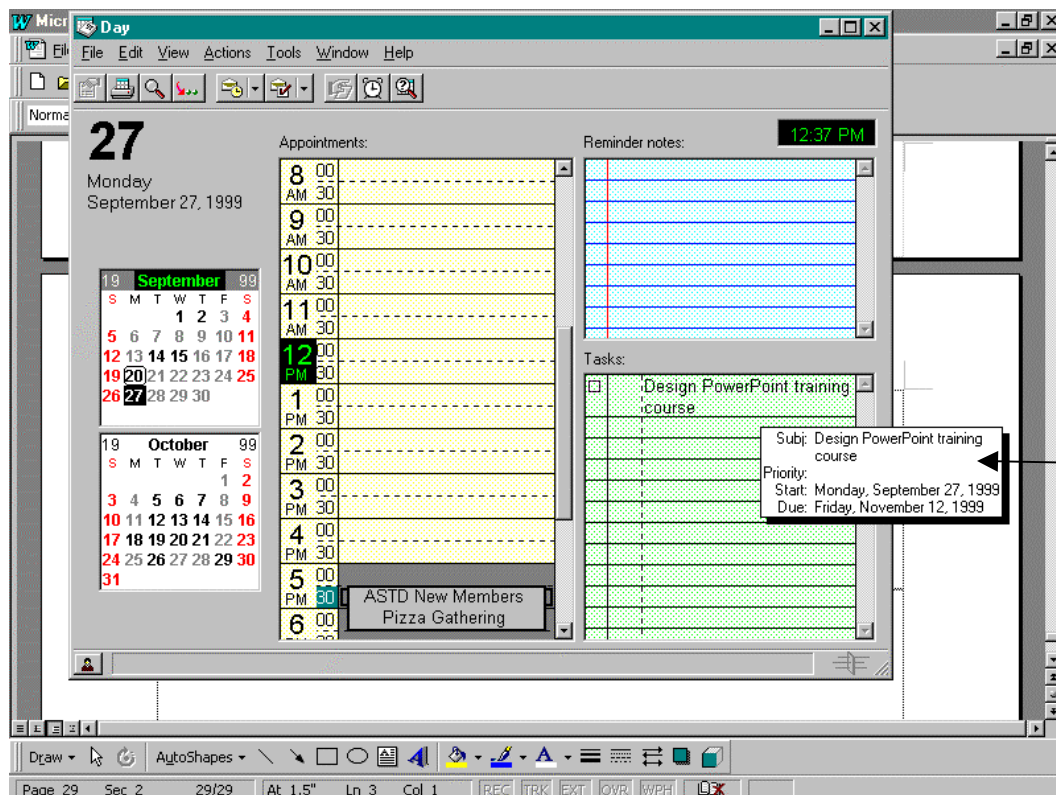
The **Day** view calendar shows the date **27 Monday September 27, 1999**. The calendar includes a monthly view on the left and a detailed hourly appointment list on the right. The appointment list shows a task titled "Design PowerPoint training course" at 12:00 PM, which is highlighted with a green background. A black arrow points to this task. Other appointments include "ASTD New Members Pizza Gathering" at 5:00 PM. The **Reminder notes** section is empty, and the **Tasks** section shows the same task.



Words to the
(Group)Wise

To View Details for an Item

Simply hover over an item with your mouse pointer, and you will see the details for the appointment or task. See below.



To Set up a Meeting or Assign a Task

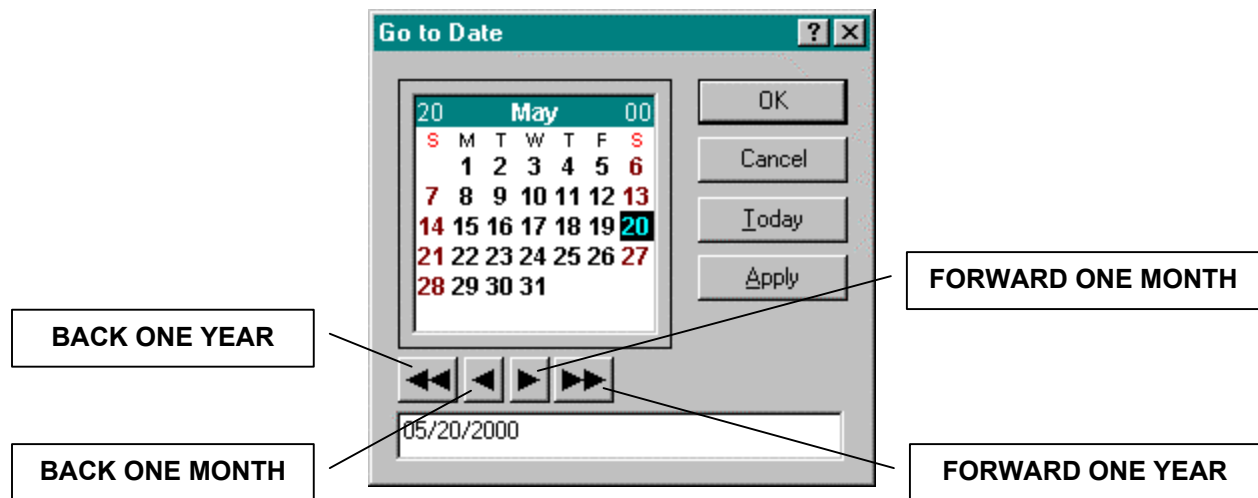
To add a meeting (or assign a task), locate the **Schedule New Appointment** (or **Create New Task**) button on the **Toolbar**. Just click on the button itself.

Complete the dialog box by selecting the recipient(s) and filling in the subject, date, and so on. Click **Send**. The item will appear in the addressee's in-box, and s/he can accept or decline.

To Navigate around the Calendar

When you open your calendar, GroupWise will open to “**Today**.” Naturally, you can go back to past dates or forward to future dates a number of different ways.

Say you want to block off in your calendar the dates for a conference for the next several years. To go to a specific date, select **View** from the Menu Bar, then **Go to Date....** You will then see a pop-up dialog box that looks like this:



The navigation buttons on the **Go to Date** dialog box enable you to go forward or backward a *month at a time* or a *year at a time*. Select the desired date, and click **OK**.

Getting back to “**Today**” is easy – simply press **Ctrl-G**.

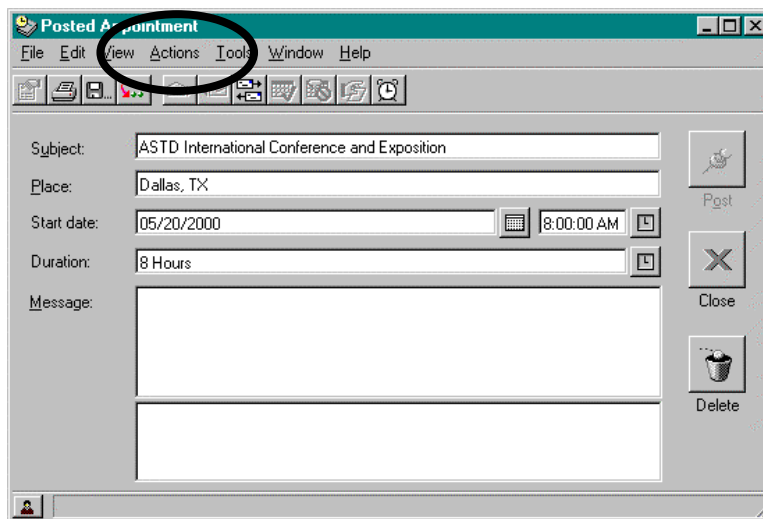
Next, you will learn how to set up a recurring appointment. We’ll continue with the conference example.

To Schedule a Recurring Appointment

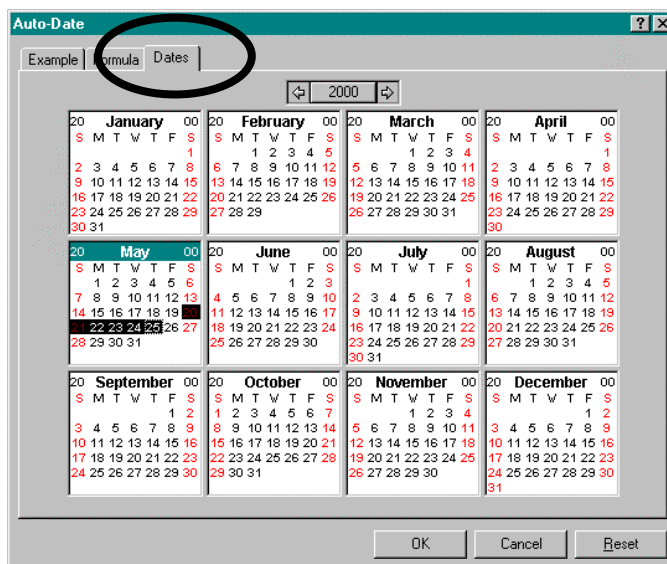
There are several ways to schedule recurring appointments, tasks, or reminders – by example, by formula, or by dates.

- **Example** allows you to schedule events on the same day every week, the same day each month, or periodically.
- **Formula** enables you to enter the scheduling information in text format.
- **Dates** lets you select specific days from a calendar.

Let's continue with the conference example.



To schedule a recurring item by dates, from within the appointment (or task or reminder note), click **Actions, Auto-Date**.

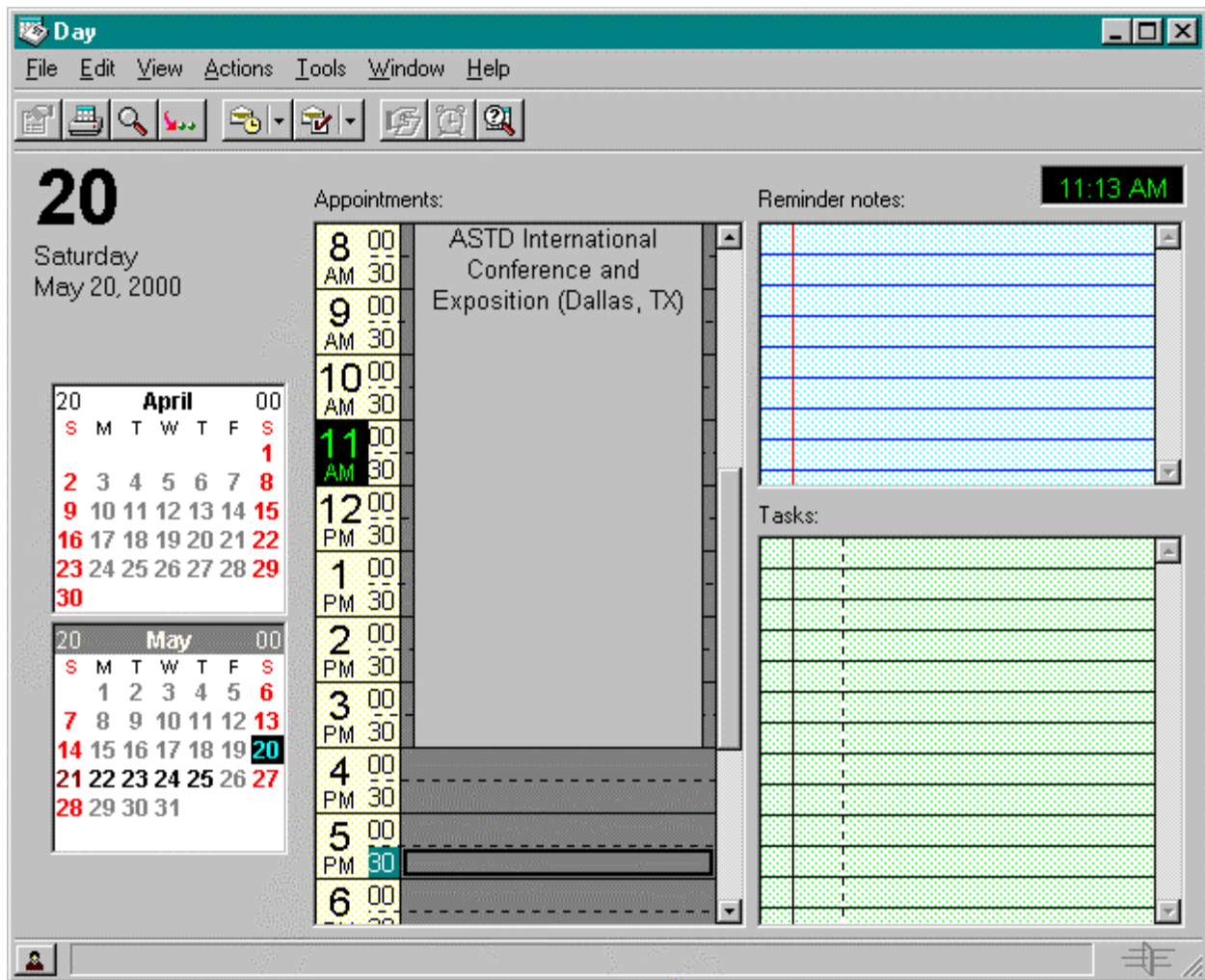


Click the **Dates** folder tab. You may also need to navigate to another year's calendar.

Click the days you want to schedule, and click **OK**.

The **Dates** tab is also useful when you are scheduling events that do not occur on a regular basis, such as holidays.

You will see the appointments back on your calendar.



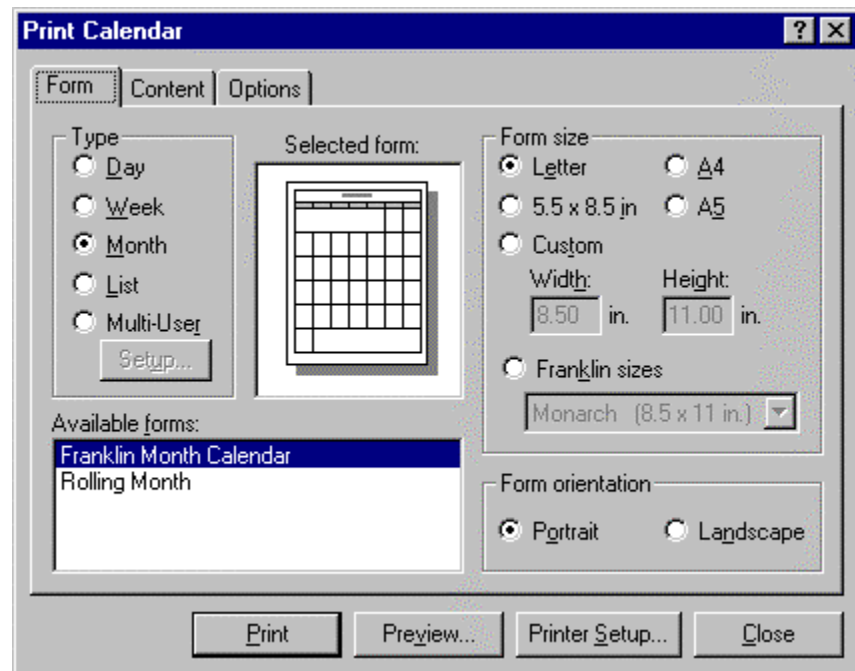
To Print Your Calendar

Clicking on the **Print Calendar** button will take you to the **Print Calendar** dialog box.

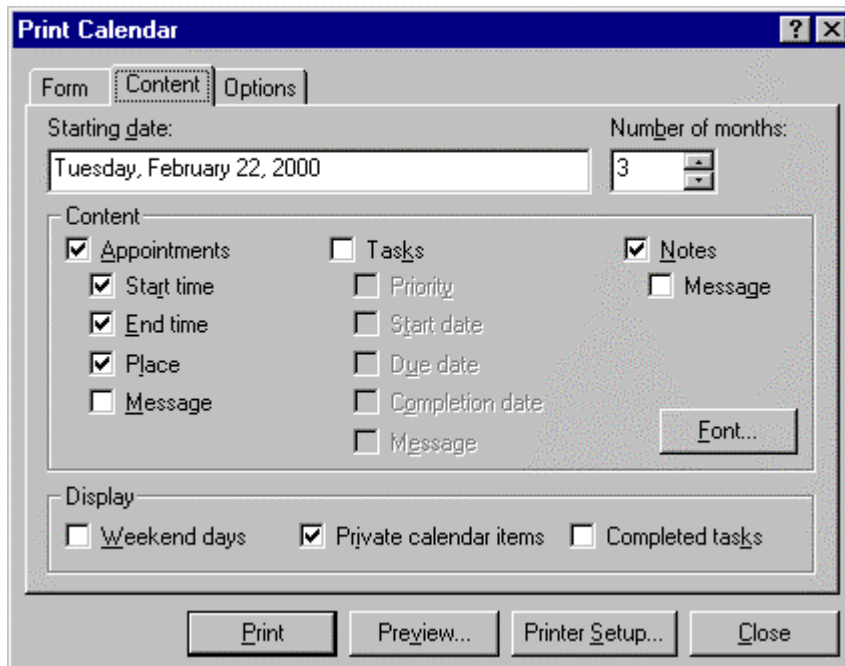
You can select from among these layouts:

- **Day**
- **Week**
- **Month**
- **List**
- **Multi-User**

Each layout also has its own selection of available forms.



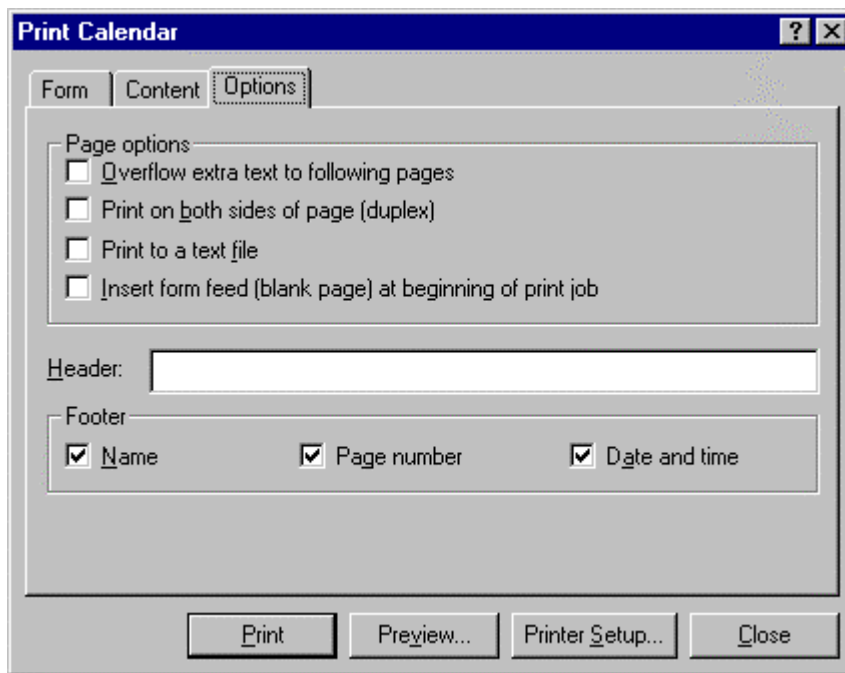
In addition, you can select **Portrait** or **Landscape** orientation.



You can also change the starting date and the number of months to print by clicking on the **Content** tab.

Notice that you can also make choices about which items you want to see on the printed version of your calendar.

Specialized options are offered on the **Options** menu, including adding an optional header and customizing your footer.



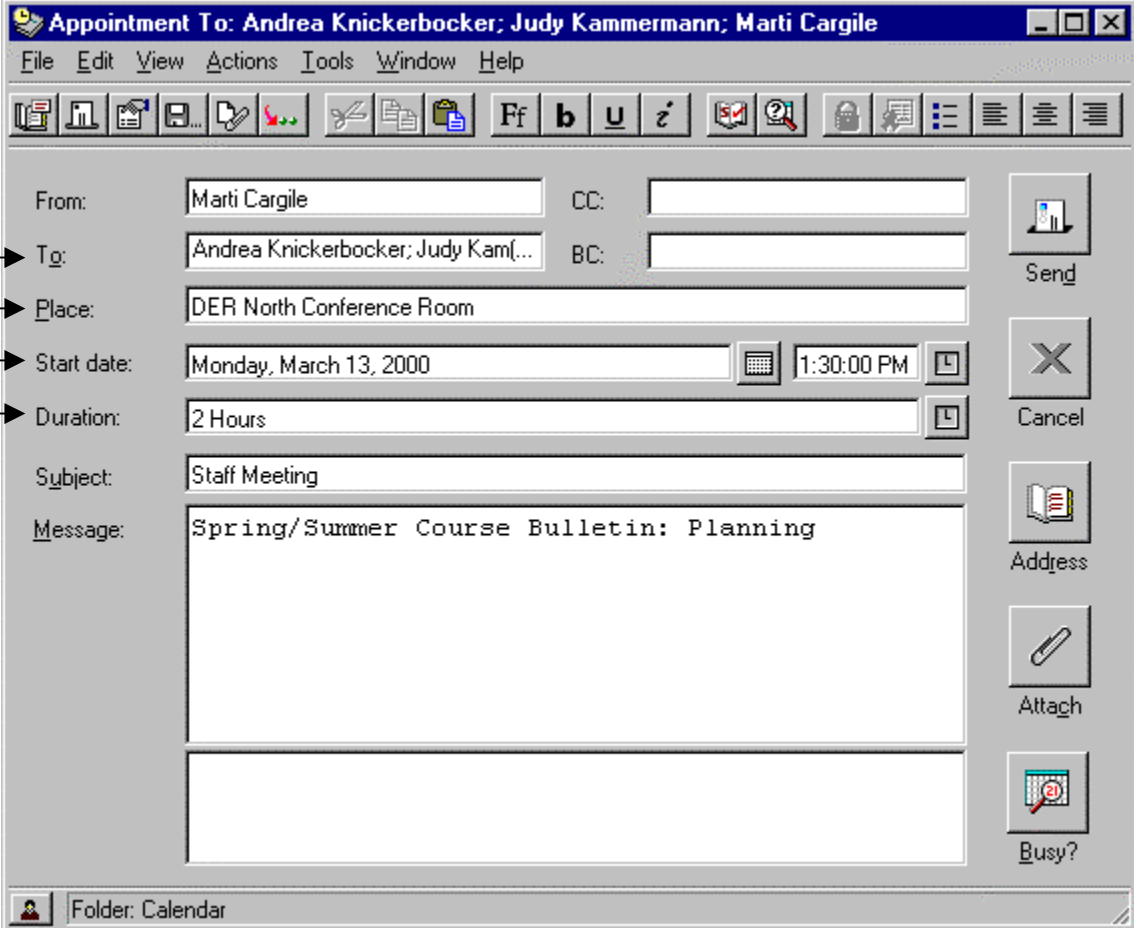
At any time, clicking on **Preview...** will show you what your hard copy will look like.

Clicking **Print** enables you to print whenever you like.

To Find Free Times for a Meeting

Click on the **Schedule New Appointment** tool button.

Add the invitee(s) to the **To:** field, and enter a place for the meeting. Specify the first potential date for the meeting in the **Start date:** field. Then enter the length of the meeting in the **Duration:** field. You may also want enter a subject and a message.



Appointment To: Andrea Knickerbocker; Judy Kammermann; Marti Cargile

File Edit View Actions Tools Window Help

From: Marti Cargile CC:

To: Andrea Knickerbocker; Judy Kam... BC:

Place: DER North Conference Room

Start date: Monday, March 13, 2000 1:30:00 PM

Duration: 2 Hours

Subject: Staff Meeting

Message: Spring/Summer Course Bulletin: Planning

Send

Cancel

Address

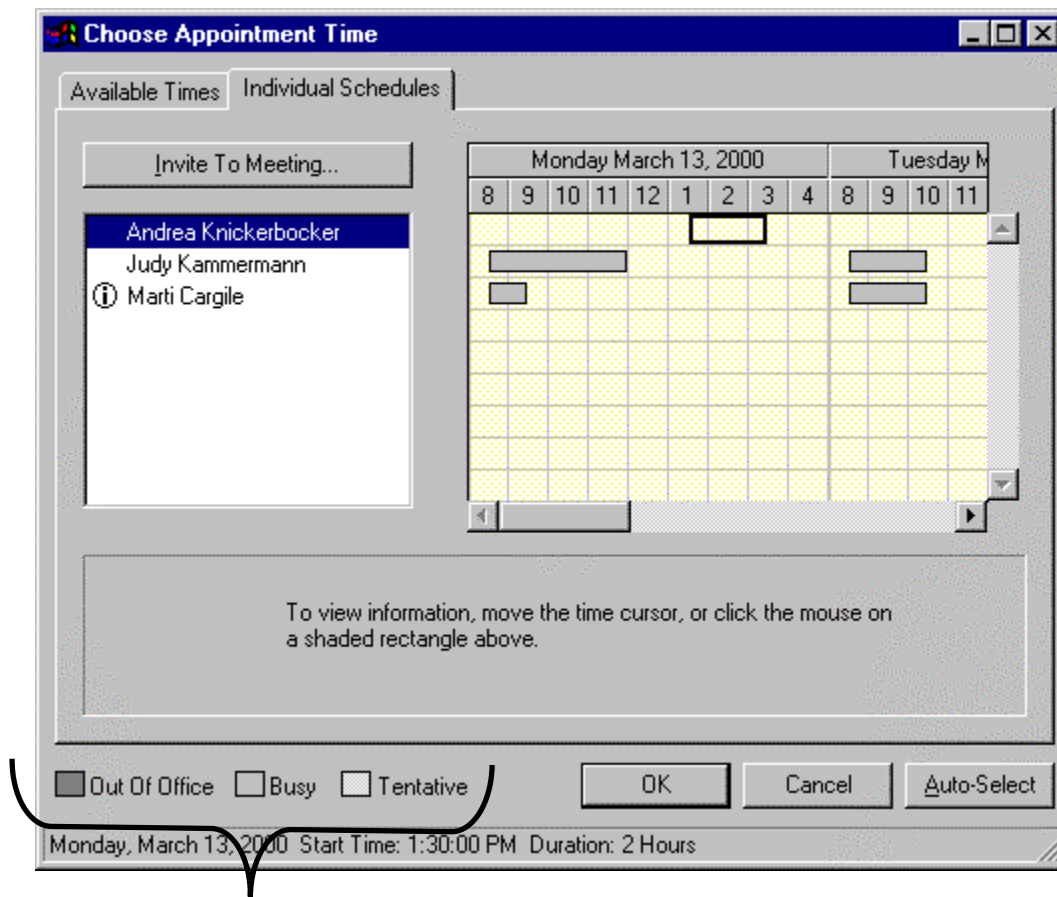
Attach

Busy?

Folder: Calendar

Click **Busy?** to find the first available time for the meeting.

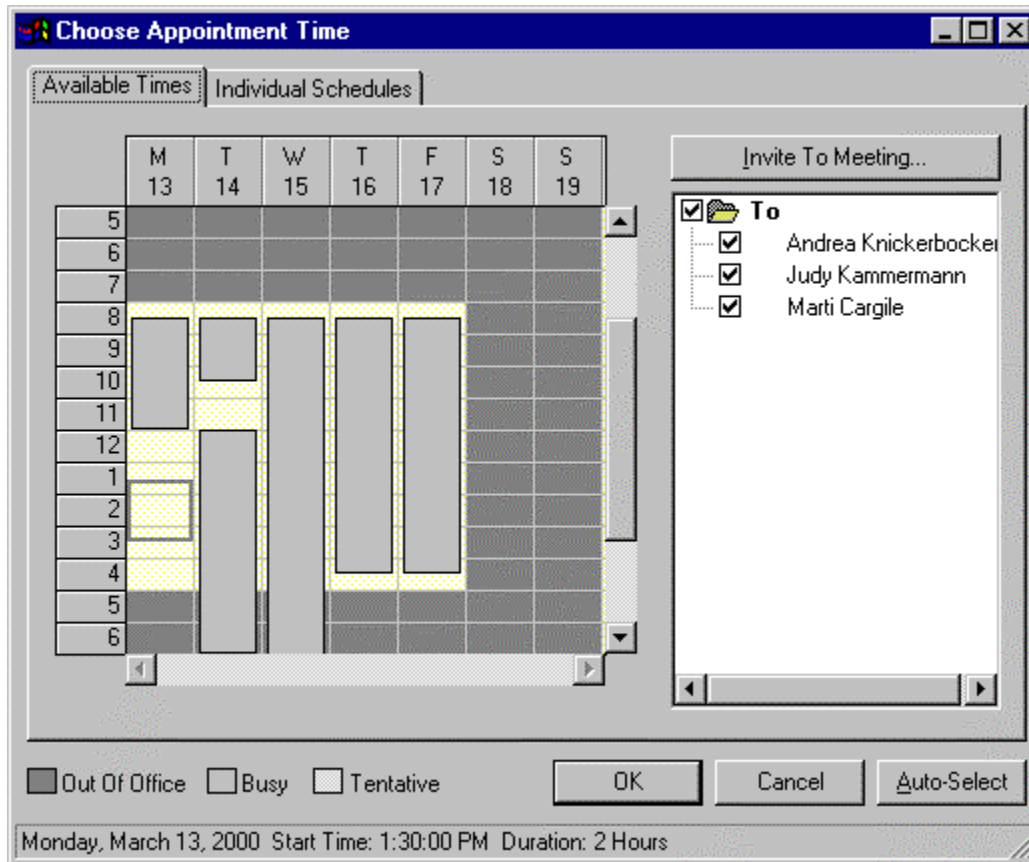
You will see the **Choose Appointment Time** window shown here, with the **Individual Schedules** tab selected.



The key at the bottom of the dialog box shows you if the invitees are out of the office, busy, or have a tentative appointment.

If the first available time suits you, click **OK**.

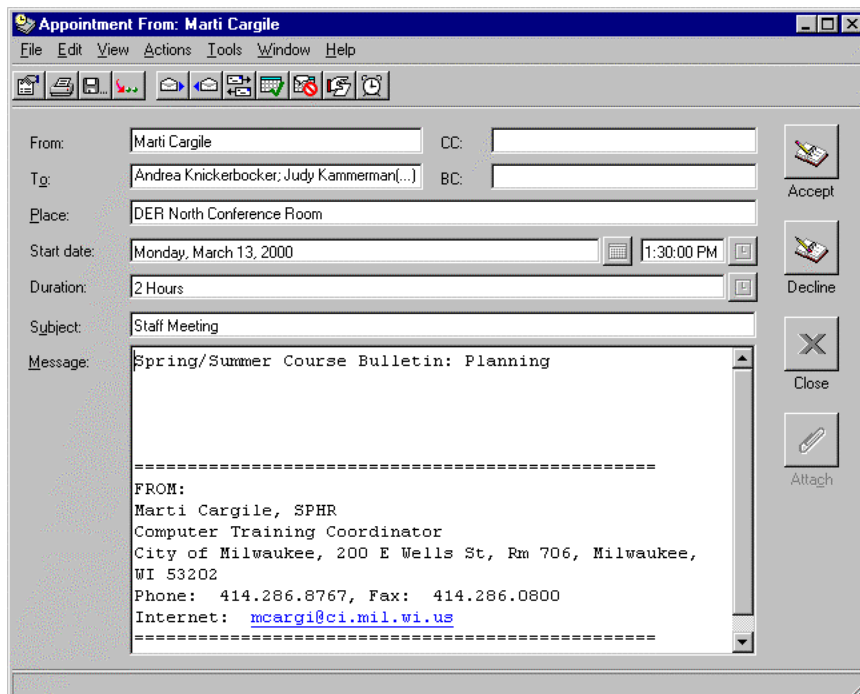
Or, you may click on the **Available Times** tab to see the week “at a glance,” as shown on the next page.



In any case, you can also decide to invite others to the meeting if you wish. To do so, click on **Invite to Meeting**, and add other people to the meeting. Then click **OK**.

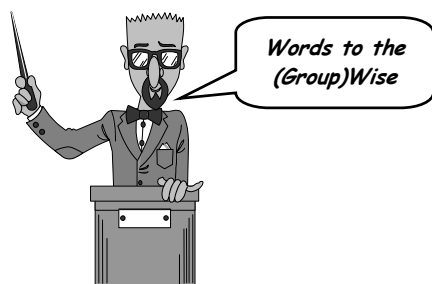
Each person – in this case, Andrea and Judy – will receive an email message informing her that she has been invited to a meeting. If you as the sender included yourself among the invitees, you will also receive an email message, as shown on the next page.





You can accept this invitation or decline to attend this meeting.

Provided that the invitees have granted you the right to view their calendars, you can choose the multi-user calendar view to see all of your calendars at once. At a glance, you will be able to determine who has accepted or declined your meeting request. You will also be able to tell if the person has not responded yet.



Granting Proxy Access

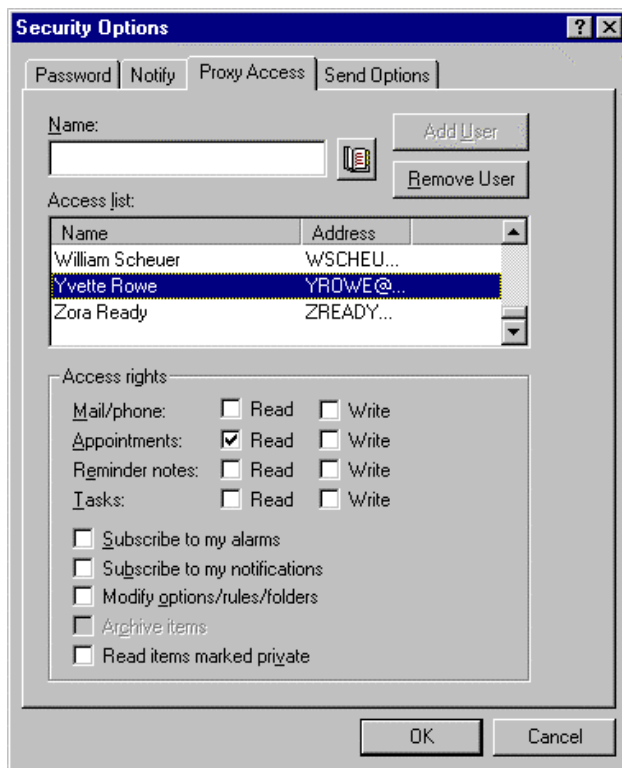
To grant another person the right to look at your calendar (or mailbox, etc...), select **T**ools, **O**ptions..., and then **S**ecurity. Click on the **Proxy Access** tab.

In the **N**ame: field, click on the **A**ddress **B**ook icon to select the name(s) of the people to whom you want to grant rights.

Double-click on each name. When you are finished, click **O**K.

Next, select (i.e., highlight) the name(s) to whom you wish to grant specific rights. See the dialog box shown on the next page.

Note: To select several non-contiguous names, use the **Ctrl-Click** combination (hold down the **Ctrl** key and left-click with your mouse).



For GroupWise to be used to its fullest in your department, at the very least, you want to grant other users the right to look at your appointments.

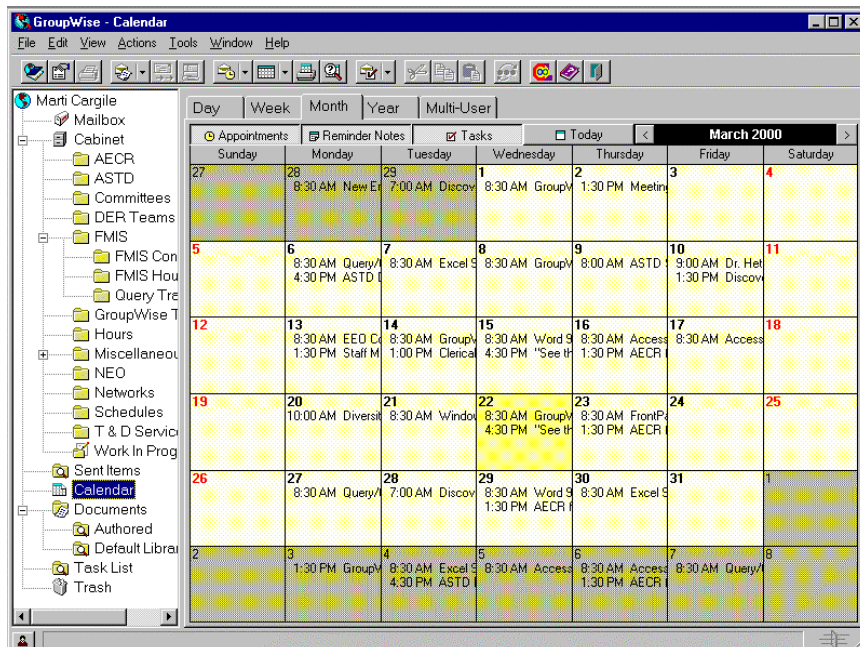
For some people – perhaps those on your work team – you may wish to grant additional rights, like the ability to read mail messages, reminder notes, and tasks.

When you have completed this dialog box to your satisfaction, click **OK**.

Then, on the **Options** menu, click **Close**.

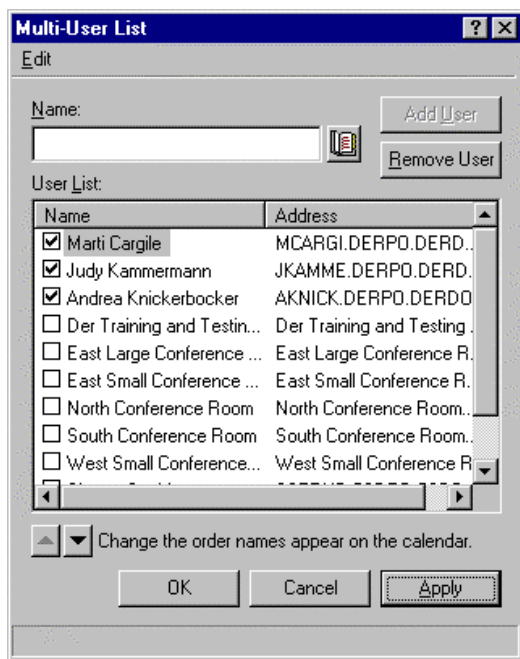
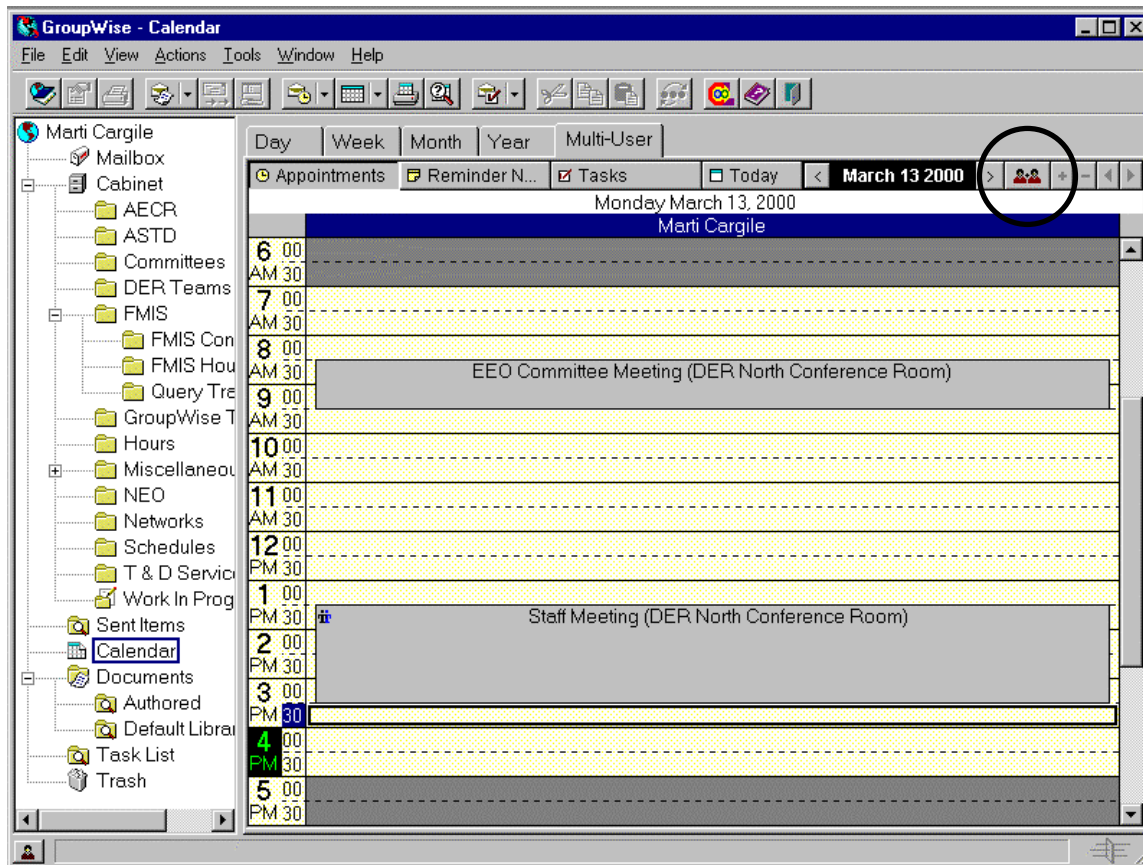
You only need to complete these steps once.

Make sure that you have selected **Calendar** from the list on the left side of your screen. **Day**, **Week**, **Month**, or **Year** may be showing.



Click on the **Multi-User** tab to see several users' calendars at once.

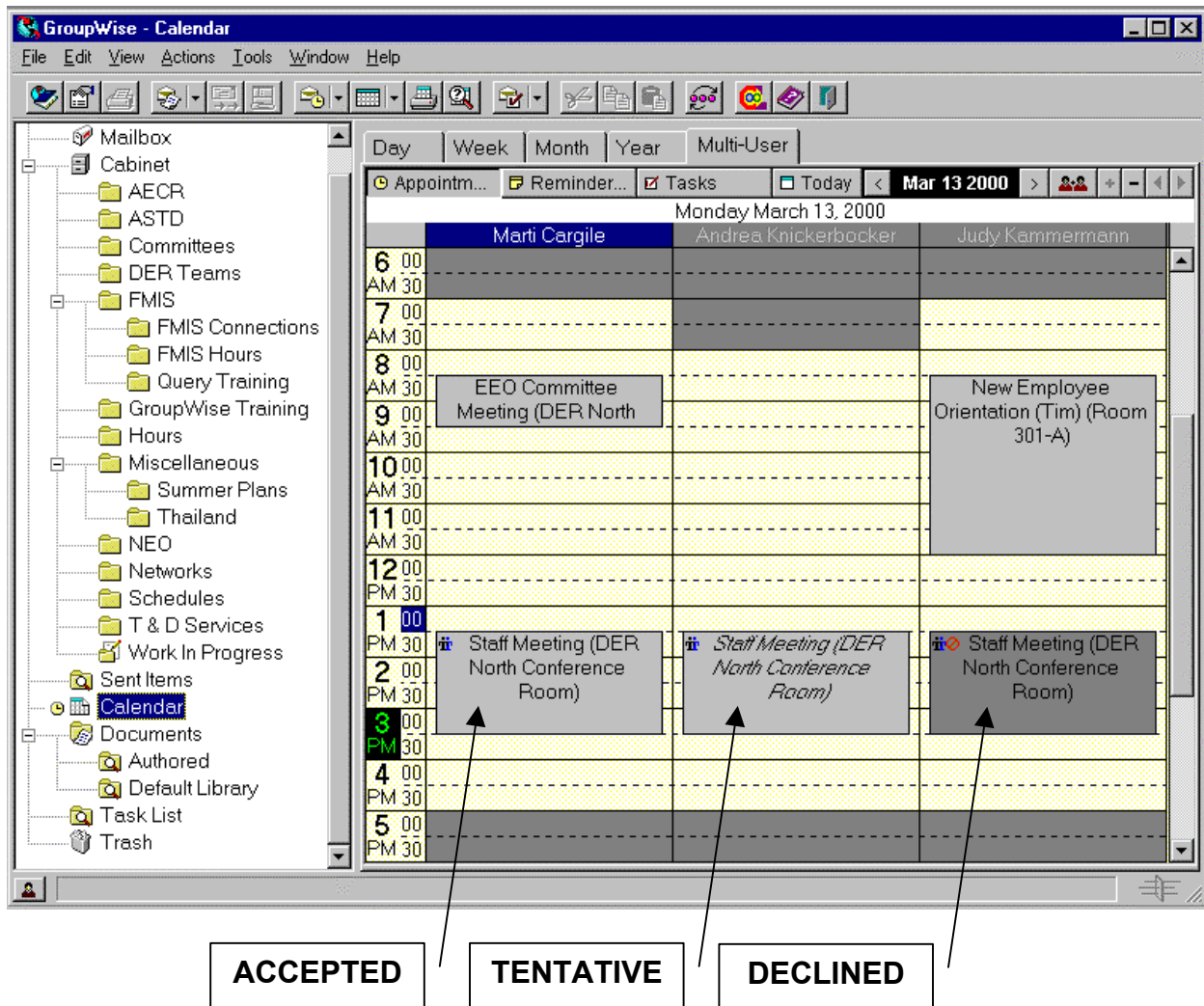
With the **Multi-User** tab selected, click on the multi-user button.



You will see the **Multi-User List** dialog box shown here. Check the names of the people whose calendars you wish to see.

Then click **Apply**.

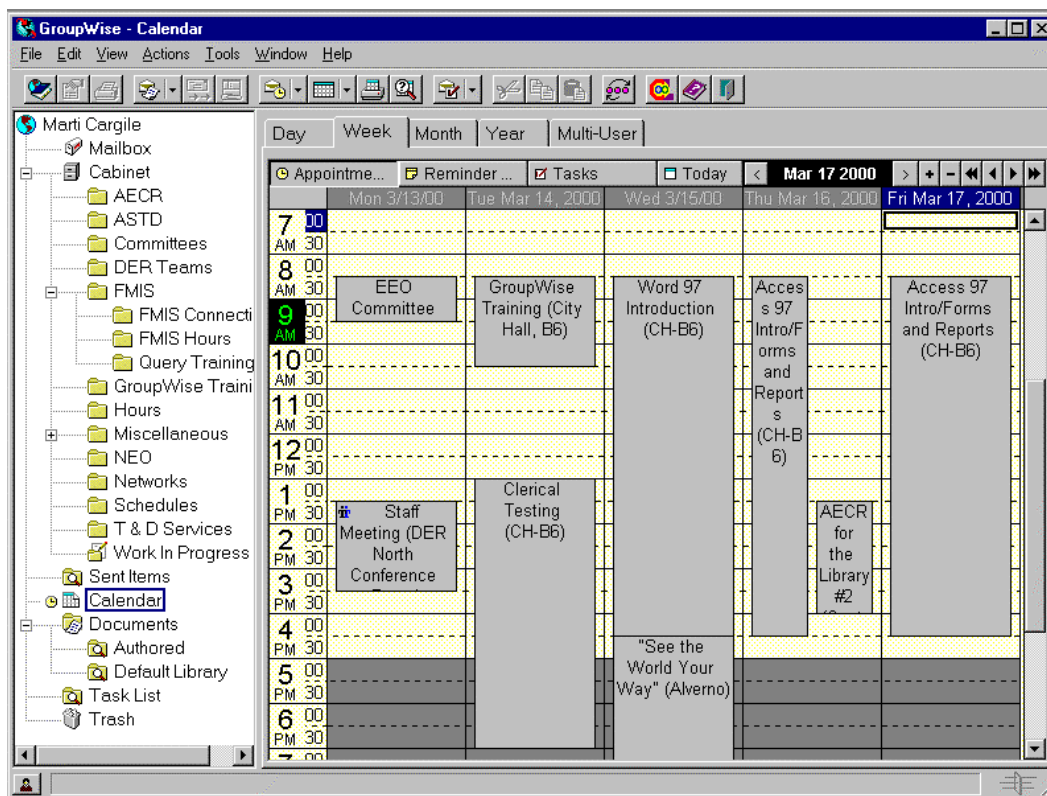
Remember, if the invitees have granted you the right to view their calendars, you can choose the multi-user calendar view to see all of your calendars at once. You can then determine who has accepted or declined your meeting request. You will also be able to tell if the person has not responded yet, as the text will be italicized.



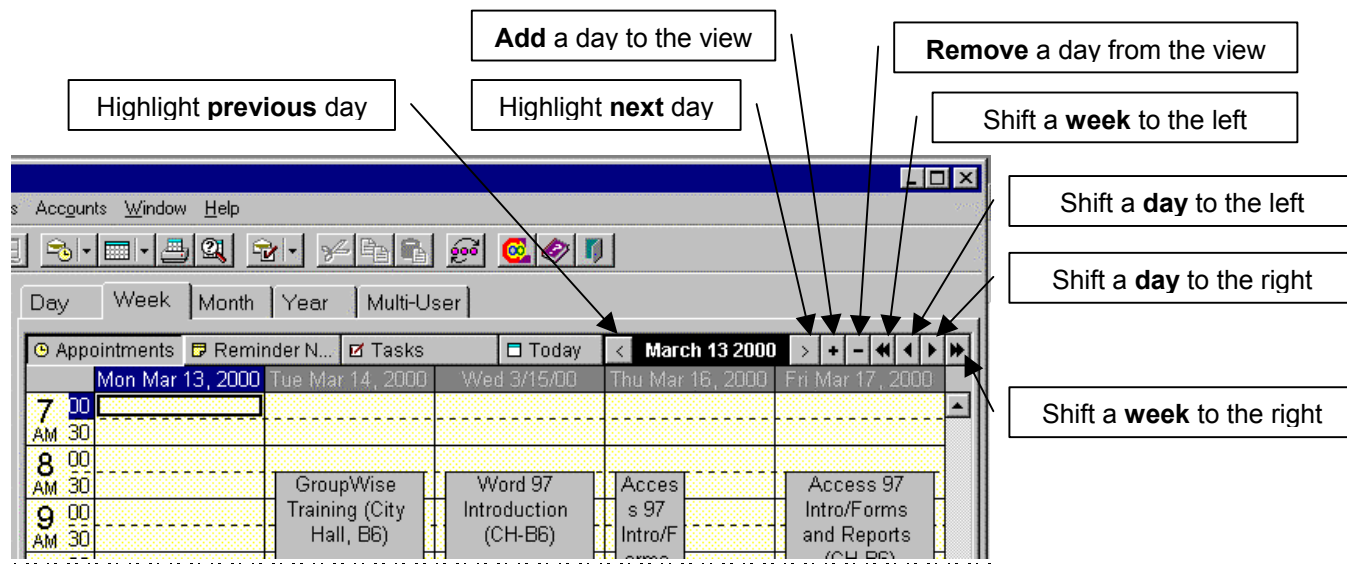
There you have it ... viewing the calendars of multiple persons simultaneously.

To return to the view of your calendar alone, once again click on the **Multi-User** button, and de-select calendars other than your own. Click **OK**.

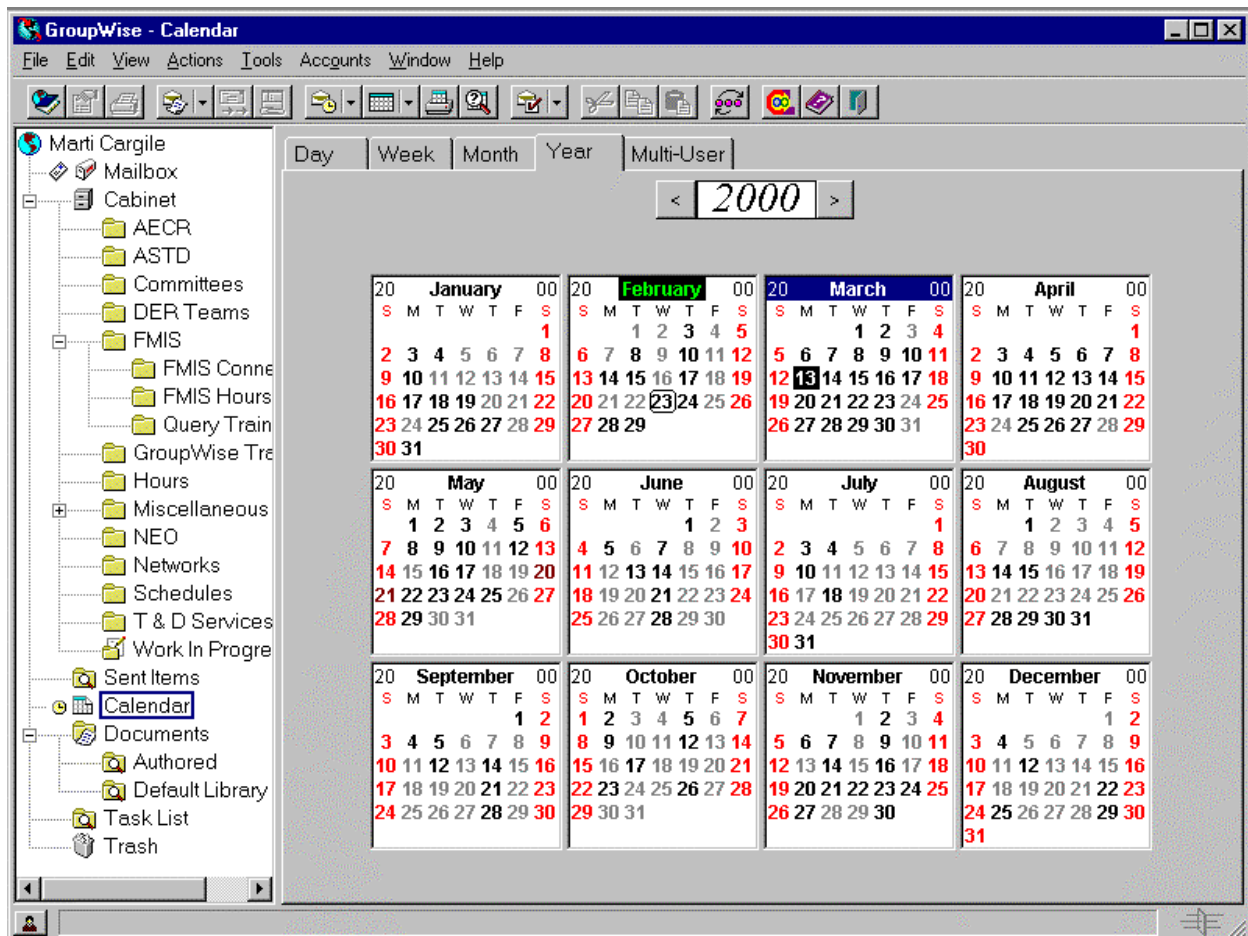
Also, keep in mind that you can always view your calendar by **Day**, **Week** (shown below), **Month**, or **Year** as well as **Multi-User**. Try out the various views to see what you prefer.



Also, use the various navigation buttons to view your calendar in different ways.



You can see the entire year at one time by clicking on the **Year** tab. All days with items scheduled are depicted in bold.

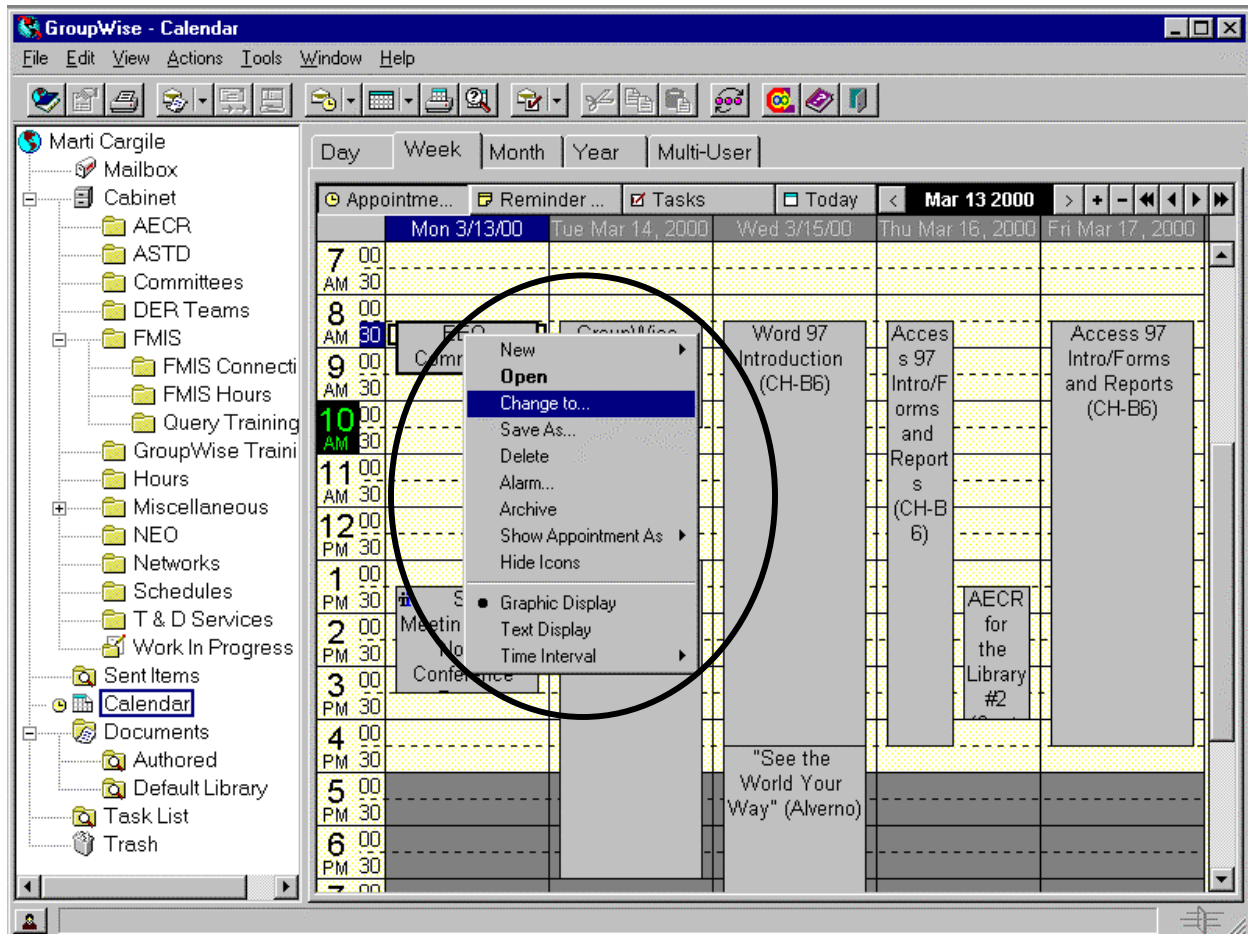


Weekend days are shown in red.

To launch the **Day** view for any day shown on this calendar, simply double-click on it.

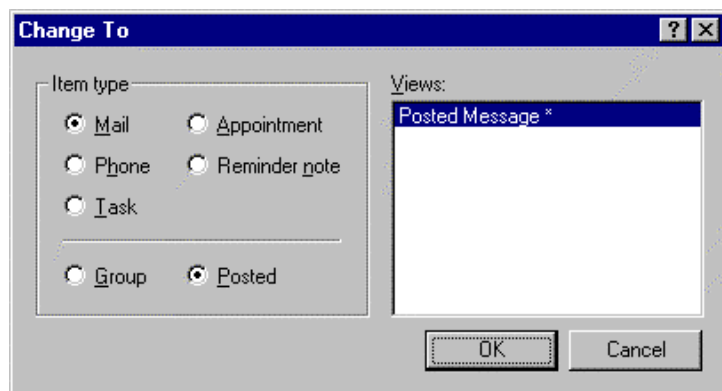
To Change an Item (such as an Appointment) to Another Format

If, for some reason, you wish to change an item to another format, you can do so. For example, by right-clicking on appointment labeled **EEO Committee**, you can change it to a message instead of a posted appointment.

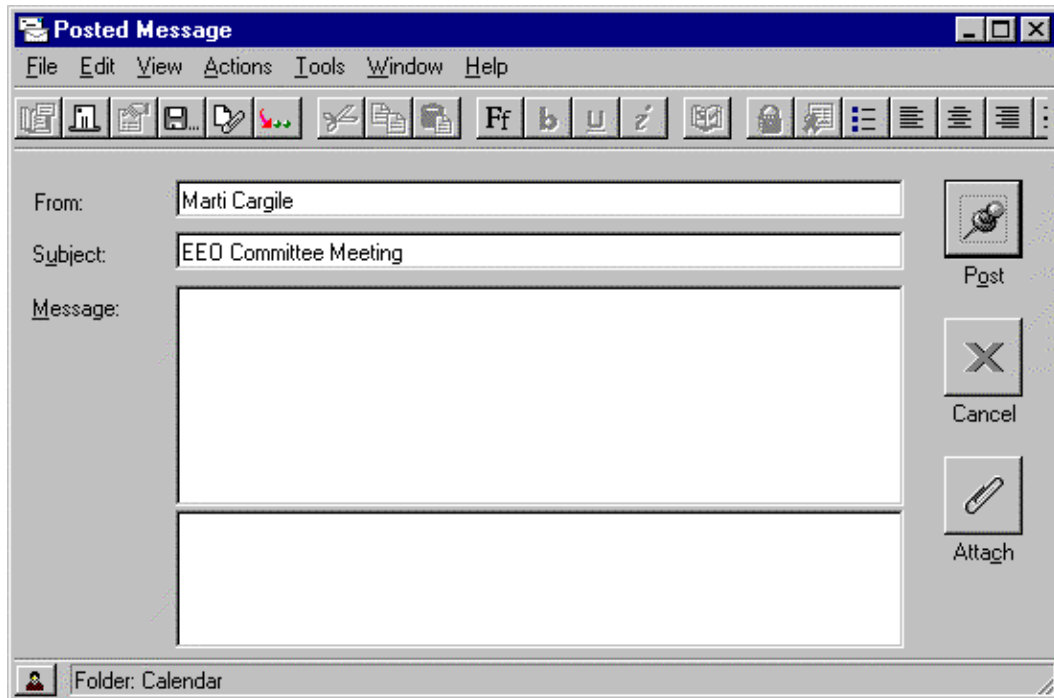


Select **Change to....** You will see this dialog box:

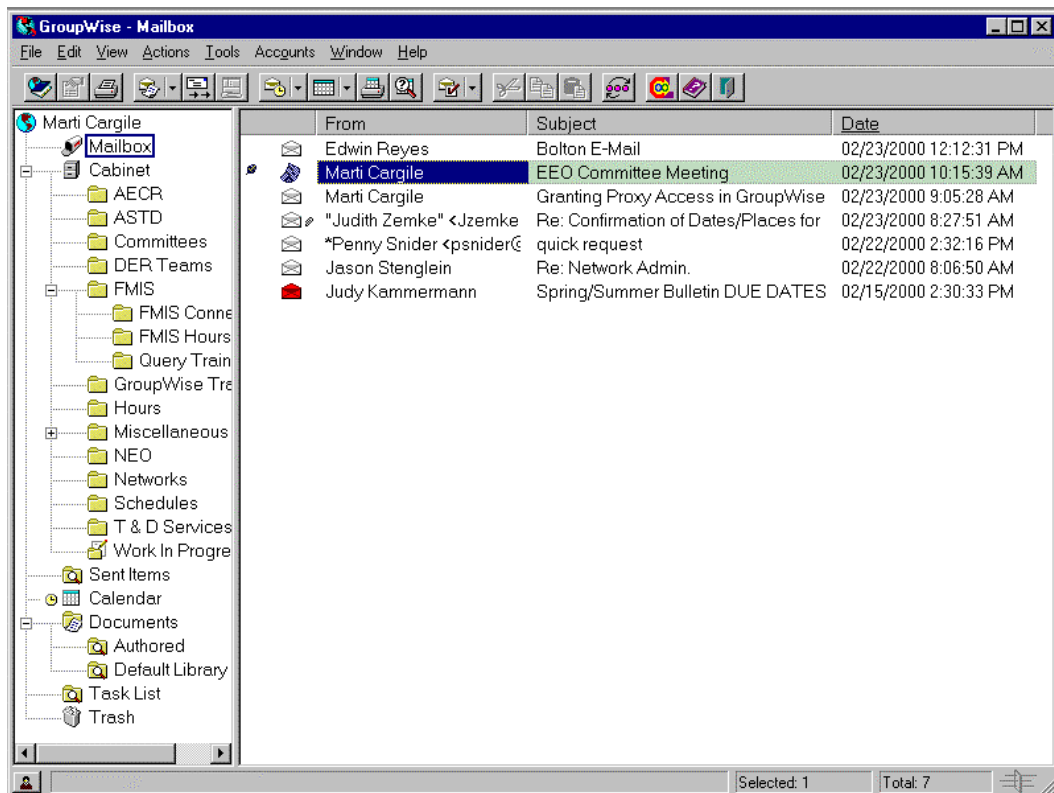
Select the **Item type** of choice, and click **OK**.



The changed appointment now looks like this:

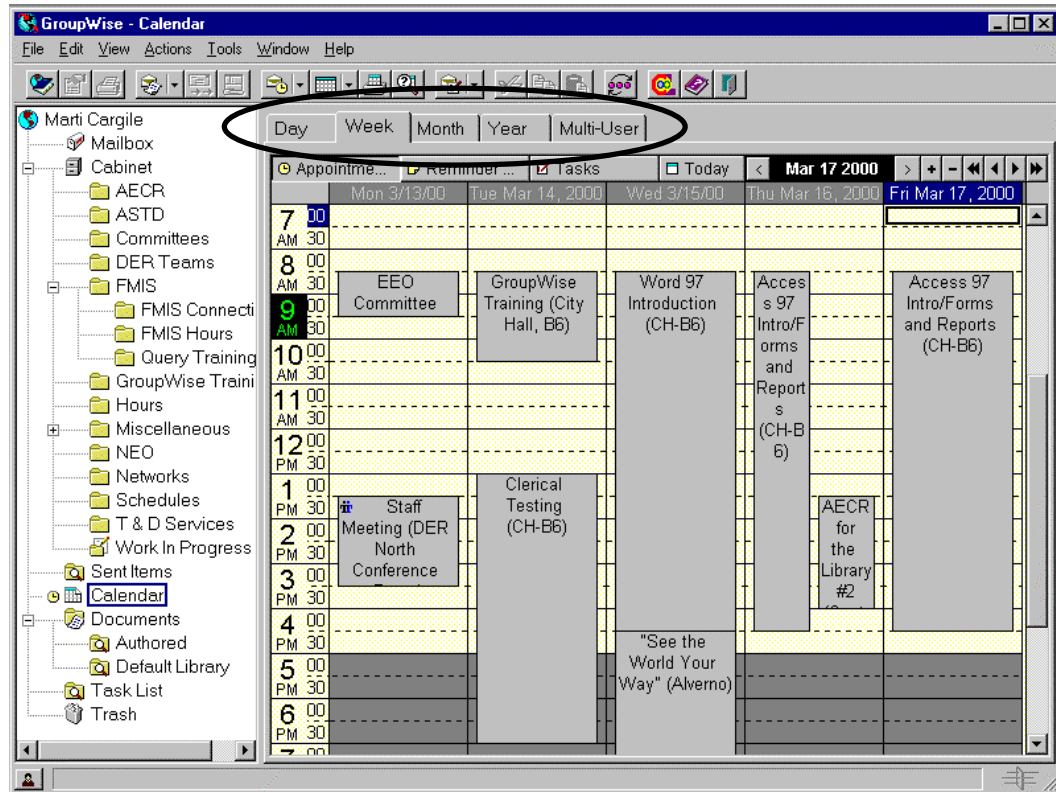


Click **Post** to add the message to your message list.

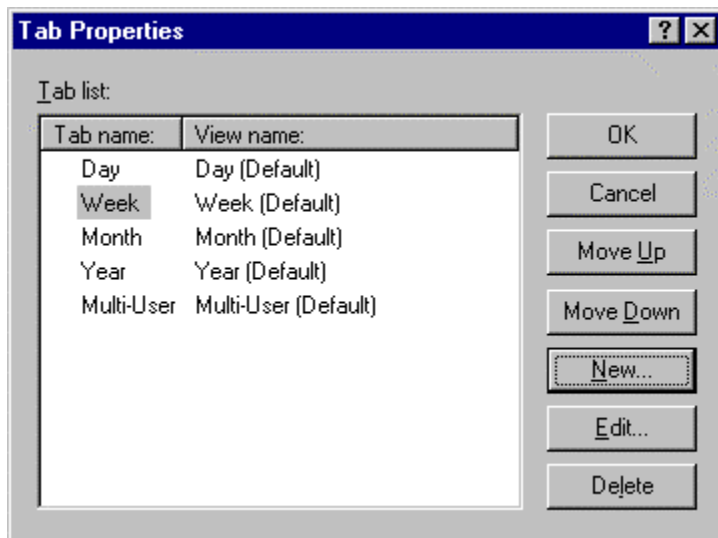


To Customize Your Calendar View

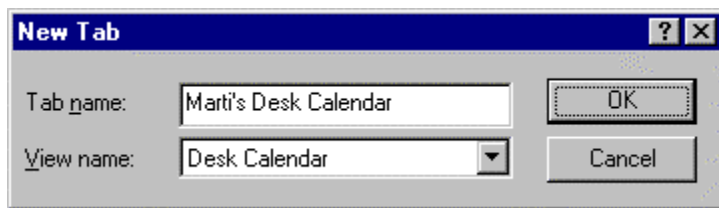
Additional calendar views are available. Right-click on one of the tabs in the **Calendar** view, and select **Properties** from the quick menu that appears.



On the dialog box that appears, select **New...**

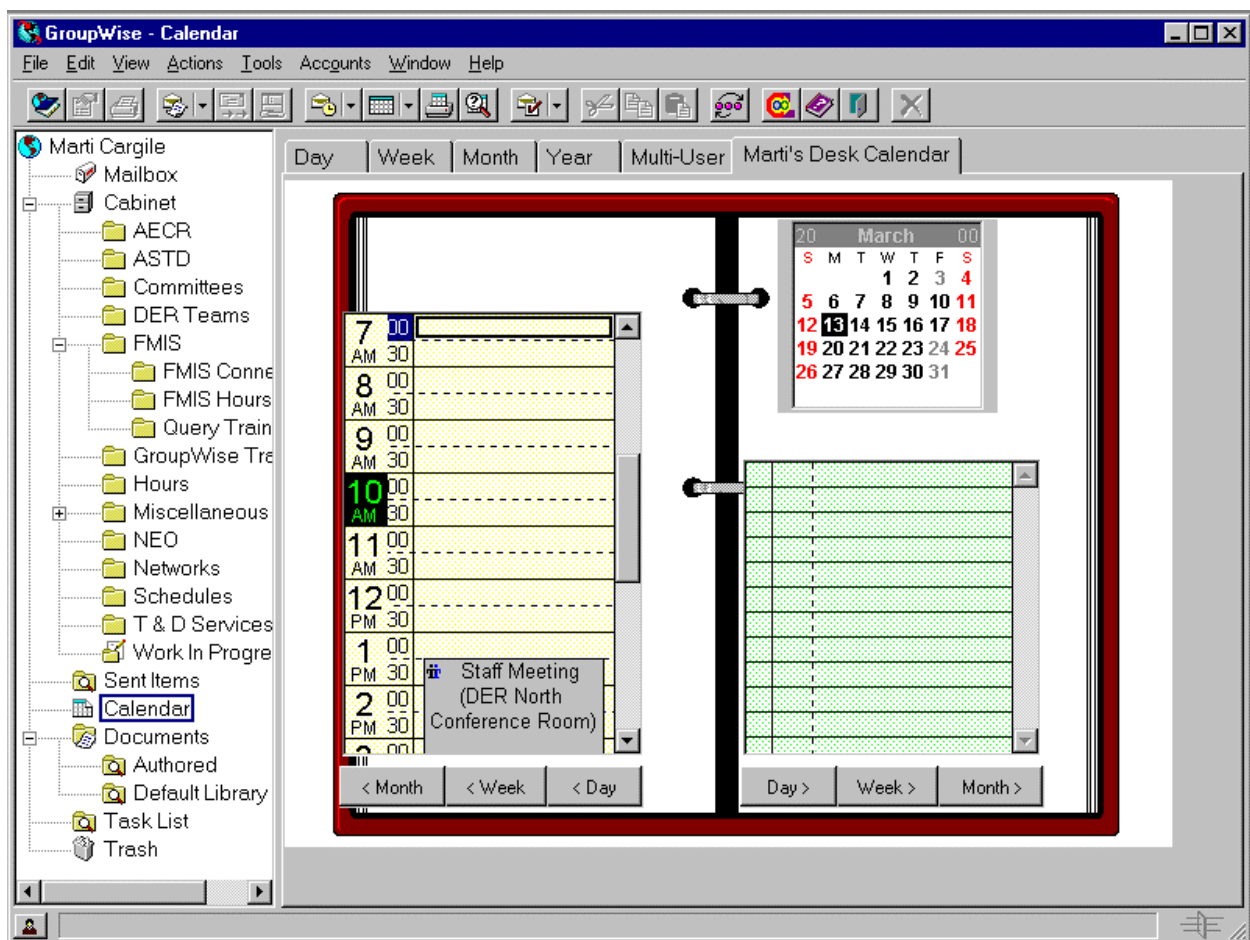


Next, type a name for your new tab, select a calendar type from the drop-down list, and click **OK**.



Click **OK** again.

Voila! You now have a new tab showing a calendar view that you may prefer over the default views.



Navigation buttons and scroll bars will help you to find your way through the new calendar view.

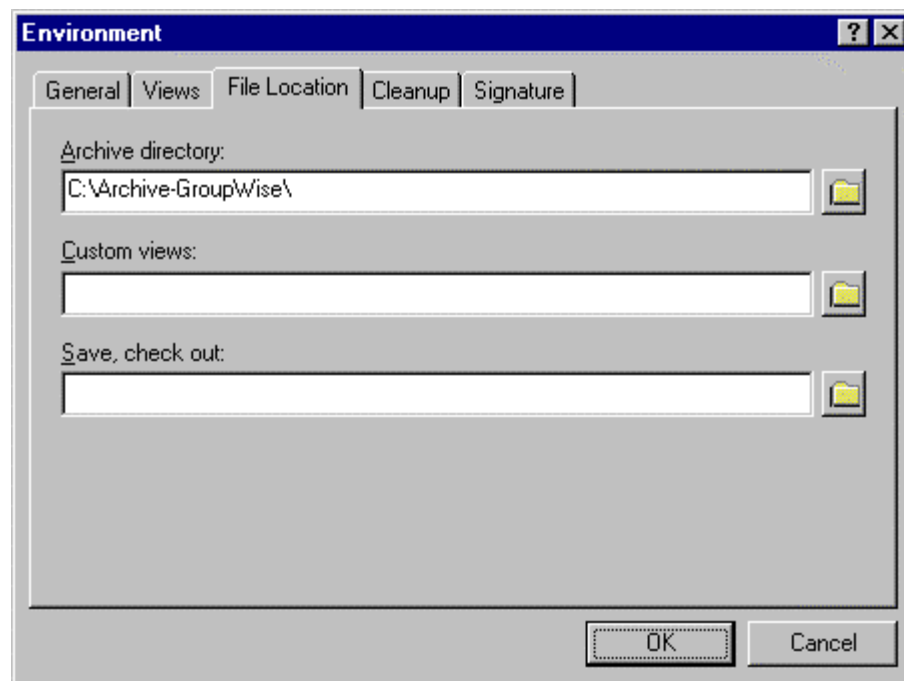
Archiving Items in your Mailbox

Use **Archive** to save mail or phone messages, appointments, reminder notes, or tasks to a designated database on a local drive. Archiving items saves network space and keeps your **Mailbox** uncluttered. Say you have important items in your **Mailbox** that are not currently relevant to your work. You can archive them yet view them whenever you need to. You can also unarchive any archived item.

Note: When you archive an item you have sent, you will not be able to track the status of that item.

To specify a default directory for your archived items:

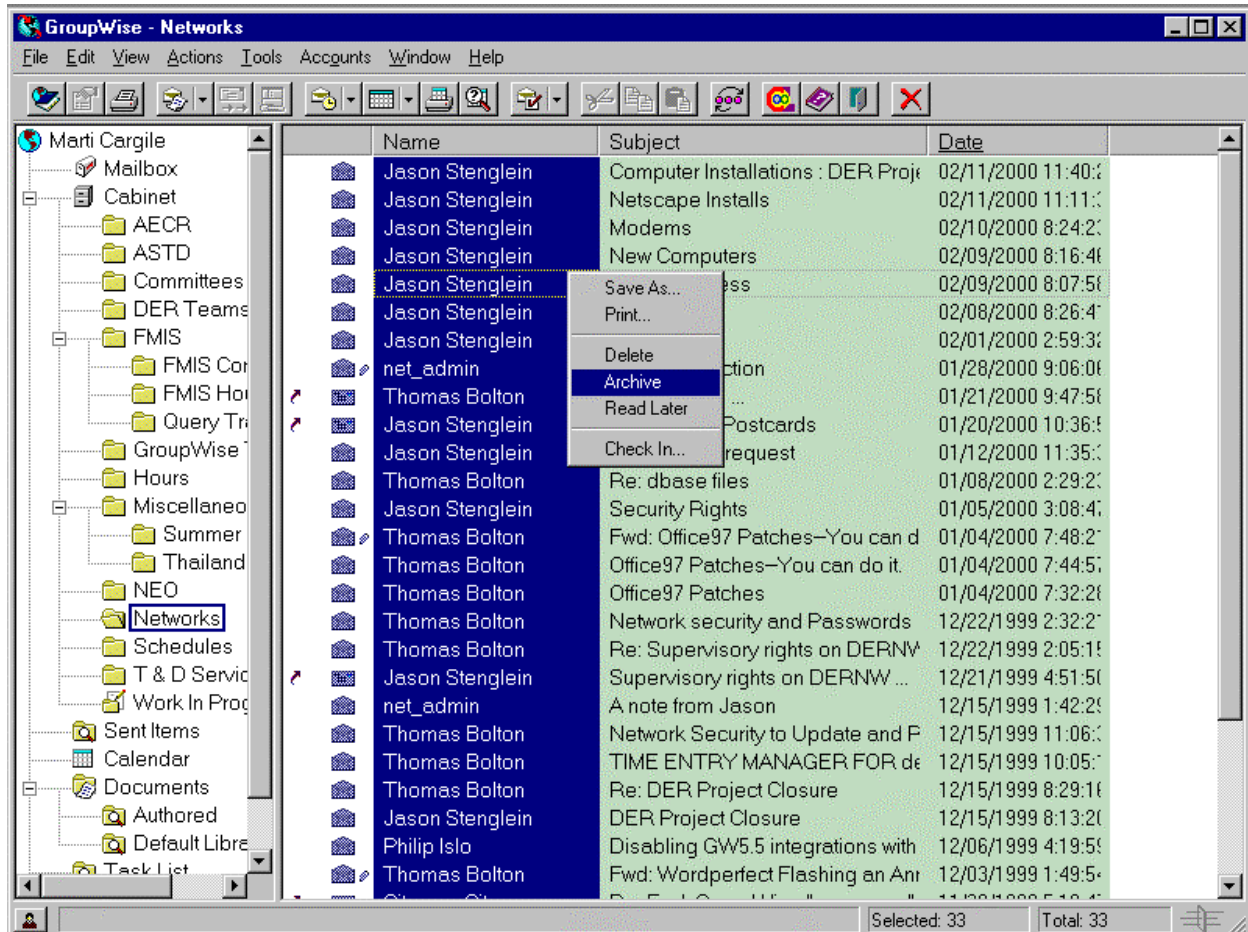
- Click **T**ools, then **O**ptions...
- Double-click on **E**nvironment
- Click the **F**ile **L**ocation tab
- Specify a path in the **A**rchive **d**irectory: field. *Note:* The folder must already have been created.



- Click **O**K
- Click **C**lose

To archive an item in your **Mailbox**:

- Select the item(s) in your **Mailbox** you want to archive
- Right-click on the selected item(s)
- Select **Archive**



Note: When you archive an item you have sent, you cannot track the status of that item.

To unarchive an item or items:

- Click **File**, then **Open Archive**
- Select the item(s) you want to unarchive
- Right-click on the selected item(s)
- Select **Archive**
- Click **File**, then **Open Archive** to return to the Main Groupwise Window.

An unarchived message is returned to the folder from which it was archived. If the folder has been deleted, GroupWise creates a new folder.